



**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		



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)				