



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	