



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				



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, PNOC 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				