



**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				
1.A. Inclusions				
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 Manageme



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> <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		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
<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		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); 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	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
<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		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
<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		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"> Remarks: 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	Remarks: 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																		
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 1:10007.8 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 RESPONSIB



				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
Remarks: <i>Issued by either of the following government agencies:</i> 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
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.</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
Remarks: <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
Remarks: <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



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	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



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	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



<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	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