



Petroleum Resources Development Division (PRDD)

External Services



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

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

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



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



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



2. ERDB-PRDD02 Issuance of Tax-Exemption Certificate

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

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



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



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



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



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



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



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



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

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

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



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



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



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



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



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



General Remarks

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

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

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

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



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

ISO 9001:2015 Certified

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

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



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



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



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



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



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



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

ISO 9001:2015 Certified

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

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



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



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



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



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



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



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

ISO 9001:2015 Certified

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

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



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



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



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



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



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



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

ISO 9001:2015 Certified

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

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



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



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



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



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



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



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

ISO 9001:2015 Certified

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

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



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



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



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



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



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



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

ISO 9001:2015 Certified

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

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



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



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



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



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



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



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

ISO 9001:2015 Certified

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

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



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



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



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



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



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



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

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

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



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



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



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



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



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



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

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

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



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



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



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

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



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



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



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



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

III. Financial Document

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



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

Note:

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

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

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

Office Legend

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



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

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

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



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



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

Office Legend

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



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



14. ERDB-PRDD08 Issuance of Gratuitous Permit

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

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



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

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



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



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



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



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



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



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



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

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

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



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



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



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



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



guarantee
(3) Certified True Copy

Remarks:

Note:

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

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



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



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



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



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



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



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



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

Office Legend

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



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

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

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



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



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



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

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



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



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



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



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

General Remarks

III. Financial Document

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



- ii. Original copy of Sworn Letter of Commitment from stockholders for additional equity/cash infusion within one (1) year of operations
- iii. Original copy of Bank-approved loan/credit line earmarked for the proposed operation

3. For Parent Company's guarantee for corporation with insufficient working capital:
- a. Original copy of Parent Company's financial documents per Petroleum Application Checklist Items III.1.a. and III.1.b.
 - b. Original copy of Duly notarized Letter of Undertaking/Support from the Parent Company to fund the Work Program
 - c. Certified true copy of General Information Sheet (GIS) of the shareholder availing of the Parent Company fund guarantee

Note:

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

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

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

Office Legend

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