



Lighting and Appliance Testing Division (LATD)
External Services



1. ERTLS-LATD01 Inspection of Generic Models / Exempted Products for Air Conditioners (for 1 to 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of air conditioner/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be inspected 2. Front view of the air conditioner to be inspected 3. Name plate rating of the air conditioner to be inspected 4. Serial number of the air conditioner to be inspected				
4. Air conditioner generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD15 Inspection of Generic Models/Exempted Products for Airconditioners (for 1 to 5 Samples) through Manual Processing".				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD15 Inspection of Generic Models/Exempted Products for Air Conditioners for (1 to 5 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing	3.1. Receive the request for Order of Payment from client through Energy Research and	None	26 minute/s	Laboratory Technician II / Science



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	Testing Laboratory Services - Online Services Management System			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		2 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 5 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Samples</td> <td style="width: 40%;">Fees</td> </tr> <tr> <td>Inspection fee per sample of air conditioner</td> <td>Php 600.00/ sample</td> </tr> <tr> <td>Total inspection fee for five samples of air conditioners</td> <td>Php 3,000.00</td> </tr> </table>					Samples	Fees	Inspection fee per sample of air conditioner	Php 600.00/ sample	Total inspection fee for five samples of air conditioners	Php 3,000.00
Samples	Fees									
Inspection fee per sample of air conditioner	Php 600.00/ sample									
Total inspection fee for five samples of air conditioners	Php 3,000.00									



2. ERTLS-LATD01-01 Inspection of Generic Models / Exempted Products for Air Conditioners (for 6 to 10 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of air conditioner/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be inspected 2. Front view of the air conditioner to be inspected 3. Name plate rating of the air conditioner to be inspected 4. Serial number of the air conditioner to be inspected				
4. Air conditioner generic model (Sample: 6-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD15-01 Inspection of Generic Models/Exempted Products for Airconditioners (for 6 to 10 Samples) through Manual Processing".				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD15-01 Inspection of Generic Models/Exempted Products for Air Conditioners (for 6 to 10 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing	3.1. Receive the request for Order of Payment from client through Energy Research and	None	26 minute/s	Laboratory Technician II / Science



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	Testing Laboratory Services - Online Services Management System			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		4 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 6 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Samples</th> <th style="text-align: right;">Fees</th> </tr> </thead> <tbody> <tr> <td>Total inspection fee for six samples of air conditioners</td> <td style="text-align: right;">Php 3,600.00</td> </tr> <tr> <td>Total inspection fee for ten samples of air conditioners</td> <td style="text-align: right;">Php 6,000.00</td> </tr> </tbody> </table>					Samples	Fees	Total inspection fee for six samples of air conditioners	Php 3,600.00	Total inspection fee for ten samples of air conditioners	Php 6,000.00
Samples	Fees									
Total inspection fee for six samples of air conditioners	Php 3,600.00									
Total inspection fee for ten samples of air conditioners	Php 6,000.00									



3. ERTLS-LATD02 Inspection of Generic Models / Exempted Products for Refrigerating Appliances (for 1 to 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of refrigerating appliance/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be inspected 2. Front view of the refrigerating appliance to be inspected 3. Name plate rating of the refrigerating appliance to be inspected 4. Serial number of the refrigerating appliance to be inspected				
4. Refrigerating appliance generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD16 Inspection of Generic Models/Exempted Products for Refrigerating Appliances (for 1 to 5 Samples) through Manual Processing".				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD16 Inspection of Generic Models/Exempted Products for Refrigerating Appliances (for 1 to 5 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing	3.1. Receive the request for Order of Payment from client through Energy Research and	None	26 minute/s	Laboratory Technician II / Science



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	Testing Laboratory Services - Online Services Management System			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		2 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 5 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Samples</td> <td style="width: 40%; text-align: right;">Fees</td> </tr> <tr> <td>Inspection fee per sample of refrigerating appliance</td> <td style="text-align: right;">Php 600.00/ sample</td> </tr> <tr> <td>Total inspection fee for five samples of refrigerating appliances</td> <td style="text-align: right;">Php 3,000.00</td> </tr> </table>					Samples	Fees	Inspection fee per sample of refrigerating appliance	Php 600.00/ sample	Total inspection fee for five samples of refrigerating appliances	Php 3,000.00
Samples	Fees									
Inspection fee per sample of refrigerating appliance	Php 600.00/ sample									
Total inspection fee for five samples of refrigerating appliances	Php 3,000.00									



4. ERTLS-LATD02-01 Inspection of Generic Models / Exempted Products for Refrigerating Appliances (for 6 to 10 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
<i>Remarks:</i> Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
<i>Remarks:</i> Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of refrigerating appliance/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
<i>Remarks:</i> Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be inspected 2. Front view of the refrigerating appliance to be inspected 3. Name plate rating of the refrigerating appliance to be inspected 4. Serial number of the refrigerating appliance to be inspected				
4. Refrigerating appliances generic model (Sample: 6-10 Sample/s)			Applicant / Client	
<i>Remarks:</i> 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD16-01 Inspection of Generic Models/Exempted Products for Refrigerating Appliances (for 6 to 10 Samples) through Manual Processing".				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD16-01 Inspection of Generic Models/Exempted Products for Refrigerating Appliances (for 6 to 10 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy	3.1. Receive the request for Order of Payment from client	None	26 minute/s	• Laboratory Technician II /



Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	through Energy Research and Testing Laboratory Services - Online Services Management System			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conform the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conform the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conform the form. - If the sample is requested for inspection of exempted product the client will sign and conform the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		4 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 6 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Samples</th> <th style="text-align: right;">Fees</th> </tr> </thead> <tbody> <tr> <td>Total inspection fee for six samples of refrigerating appliances</td> <td style="text-align: right;">Php 3,600.00</td> </tr> <tr> <td>Total inspection fee for ten samples of refrigerating appliances</td> <td style="text-align: right;">Php 6,000.00</td> </tr> </tbody> </table>					Samples	Fees	Total inspection fee for six samples of refrigerating appliances	Php 3,600.00	Total inspection fee for ten samples of refrigerating appliances	Php 6,000.00
Samples	Fees									
Total inspection fee for six samples of refrigerating appliances	Php 3,600.00									
Total inspection fee for ten samples of refrigerating appliances	Php 6,000.00									



5. ERTLS-LATD03 Inspection of Generic Models / Exempted Products for Clothes Washing Machines (for 1 to 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of clothes washing machine/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the clothes washing machine to be inspected 2. Front view of the clothes washing machine to be inspected 3. Name plate rating of the clothes washing machine to be inspected 4. Serial number of the clothes washing machine to be inspected				
4. Clothes washing machine generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD17 Inspection of Generic Models/Exempted Products for Clothes Washing Machines (for 1 to 5 Samples) through Manual Processing".				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD17 Inspection of Generic Models/Exempted Products for Clothes Washing Machines (for 1 to 5 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing	3.1. Receive the request for Order of Payment from client through Energy Research and	None	26 minute/s	Laboratory Technician II / Science



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	Testing Laboratory Services - Online Services Management System			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		2 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 5 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Samples</td> <td style="width: 40%; text-align: right;">Fees</td> </tr> <tr> <td>Inspection fee per sample of clothes washing machine</td> <td style="text-align: right;">Php 600.00/ sample</td> </tr> <tr> <td>Total inspection fee for five samples of clothes washing machines</td> <td style="text-align: right;">Php 3,000.00</td> </tr> </table>					Samples	Fees	Inspection fee per sample of clothes washing machine	Php 600.00/ sample	Total inspection fee for five samples of clothes washing machines	Php 3,000.00
Samples	Fees									
Inspection fee per sample of clothes washing machine	Php 600.00/ sample									
Total inspection fee for five samples of clothes washing machines	Php 3,000.00									



6. ERTLS-LATD03-01 Inspection of Generic Models / Exempted Products for Clothes Washing Machines (for 6 to 10 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of clothes washing machine/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the clothes washing machine to be inspected 2. Front view of the clothes washing machine to be inspected 3. Name plate rating of the clothes washing machine to be inspected 4. Serial number of the clothes washing machine to be inspected				
4. Clothes washing machine generic model (Sample: 6-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD17-01 Inspection of Generic Models/Exempted Products for Clothes Washing Machines (for 6 to 10 Samples) through Manual Processing".				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD17-01 Inspection of Generic Models/Exempted Products for Clothes Washing Machines (for 6 to 10 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy	3.1. Receive the request for Order of Payment from client	None	26 minute/s	• Laboratory Technician II /



Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	through Energy Research and Testing Laboratory Services - Online Services Management System			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		4 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 6 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0"> <thead> <tr> <th>Samples</th> <th>Fees</th> </tr> </thead> <tbody> <tr> <td>Total inspection fee for six samples of clothes washing machines</td> <td>Php 3,600.00</td> </tr> <tr> <td>Total inspection fee for ten samples of clothes washing machines</td> <td>Php 6,000.00</td> </tr> </tbody> </table>					Samples	Fees	Total inspection fee for six samples of clothes washing machines	Php 3,600.00	Total inspection fee for ten samples of clothes washing machines	Php 6,000.00
Samples	Fees									
Total inspection fee for six samples of clothes washing machines	Php 3,600.00									
Total inspection fee for ten samples of clothes washing machines	Php 6,000.00									



7. ERTLS-LATD04 Inspection of Generic Models / Exempted Products for Television Sets (for 1 to 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of clothes television set/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the television set to be inspected 2. Front view of the television set to be inspected 3. Name plate rating of the television set to be inspected 4. Serial number of the television set to be inspected				
4. Television set generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD18 Inspection of Generic Models/Exempted Products for Television Sets (for 1 to 5 Samples) through Manual Processing".				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD18 Inspection of Generic Models/Exempted Products for Television Sets (for 1 to 5 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing	3.1. Receive the request for Order of Payment from client through Energy Research and	None	26 minute/s	Laboratory Technician II / Science



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	Testing Laboratory Services - Online Services Management System			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		2 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 5 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
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Samples	Fees									
Inspection fee per sample of television set	Php 600.00/ sample									
Total inspection fee for five samples of television sets	Php 3,000.00									



8. ERTLS-LATD04-01 Inspection of Generic Models / Exempted Products for Television Sets (for 6 to 10 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Working electronic mail account (Sample: 1 email account)			Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.				
2. Electronic Signature (Sample: 1 Electronic Signature)			Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).				
3. Photographs of television set/s to be inspected (Sample: 4 Photographs)			Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the television set to be inspected 2. Front view of the television set to be inspected 3. Name plate rating of the television set to be inspected 4. Serial number of the television set to be inspected				
4. Television set generic model (Sample: 6-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD18-01 Inspection of Generic Models/Exempted Products for Television Sets (for 6 to 10 Samples) through Manual Processing".				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for inspection by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client must upload photo/media of inspection sample/s. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests. Please refer to "ERTLS-LATD18-01 Inspection of Generic Models/Exempted Products for Television Sets (for 6 to 10 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing	3.1. Receive the request for Order of Payment from client through Energy Research and	None	26 minute/s	Laboratory Technician II / Science



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	Testing Laboratory Services - Online Services Management System			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the inspection sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send the inspection sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section and sign inspection forms to be prepared by Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4. - During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s or if the client is not physically available, he may receive and sign the inspection form/s through Energy Research and Testing Laboratory Services - Online Services Management System. - The client is responsible for logistic arrangements and fees. - If client opts to conduct inspection outside Department of Energy, the client will bear all travel expenses. - If generic model is the same as its base model, the client will sign and conforme the inspection forms. If found not generic to the base model, Lighting and Appliance Testing Division - Appliance and Equipment Section staff will inform the client and sign and conforme the form. - If the sample is requested for inspection of exempted product the client will sign and conforme the inspection forms. If found not to be exempted, Lighting and Appliance Testing Division - Appliance and Equipment Section staff informs the client and	5.1. Receive the inspection sample once delivered to Lighting and Appliance Testing Division - Appliance and Equipment Section. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate the start of inspection and the expected end date of the service.	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Finalize the inspection report. Either generic model is the same as its base model or		4 hour/s	Laboratory Technician II / Science



signs and conforms the inspection form. 7. Wait for the completion of service. 8. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Inspection Report. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System then claim/retrieve the test sample/s at Lighting and Appliance Testing Division - Appliance and Equipment Section	not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	6 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Review and sign the transmittal letter.	6 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.8. Upload the inspection report/s and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the inspection report/s and transmittal letter are ready for download	6 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.										
Total Processing Time:			Working Days: 6 working day/s							
Total Processing Fee:			Total Standard Fee: None See other fees below							
Formula / Schedule of Fees Test Samples and Fees Table <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Samples</td> <td style="width: 40%; text-align: right;">Fees</td> </tr> <tr> <td>Total inspection fee for six samples of television sets</td> <td style="text-align: right;">Php 3,600.00</td> </tr> <tr> <td>Total inspection fee for ten samples of television sets</td> <td style="text-align: right;">Php 6,000.00</td> </tr> </table>					Samples	Fees	Total inspection fee for six samples of television sets	Php 3,600.00	Total inspection fee for ten samples of television sets	Php 6,000.00
Samples	Fees									
Total inspection fee for six samples of television sets	Php 3,600.00									
Total inspection fee for ten samples of television sets	Php 6,000.00									



9. ERTLS-LATD05 Calibration of Electrical Instruments for External Customers (for 1 to 5 Calibration Points per Parameter - AC/DC Voltage, AC/DC Current and Resistance) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A AC/DC and Resistance up to 10GΩ.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Private companies, industries, academe, government institutions, private citizens.
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the equipment/instrument to be calibrated (Sample: 3 photographs)	Applicant / Client
Remarks: Photographs of front view of the calibration item, photo of the terminals of the calibration item and photo of connectors/plugs of the calibration item are necessary for laboratory staff to assess if the calibration laboratory is capable to serve the requirements of the client.	
4. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)	Applicant / Client
Remarks: 1. Calibration items accepted by Lighting and Appliance Testing Division are the following: Digital Power Meters (Single Phase), Digital Multimeters, AC/DC Voltmeters, AC/DC Ammeters, Ohmmeters, Resistors and Clamp Meters 2. Lighting and Appliance Testing Division shall accept one calibration item per service request. 3. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. 4. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 5. Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. 6. Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. 7. Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. 8. If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of EURAMET will be used. 9. The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes.	



10. After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples/calibration items according to the following timeframes:
- First Notice – Customer must claim the test samples/calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - Second Notice – customer must claim the test samples/calibration items within one (1) week. If not claimed a 3rd notice will be issued.
 - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples/calibration items, as applicable.
11. Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
12. Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Service Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: - Client registers to Energy Research and Testing Laboratory Services – Online Service Management System only once. - If the client is already registered, skip this step, and proceed to client step no. 2. - If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD19 Calibration of Electrical Instruments for External Customers for (1 to 15 Calibration Points) through Manual Processing". - For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Service Management System. - If client brings their equipment for walk-in application, staff conducts	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Service Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment.				Appliance Testing Division (LATD)
2. Request calibration service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of equipment to be calibrated. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD19 Calibration of Electrical Instruments for External Customers for (1 to 15 Calibration Points) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Service Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Service Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Service Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Service Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Service Management System	Formula Fees Breakdown: Calibration Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the calibration sample to arrive Calibration/Instrumentation and Control Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send calibration sample to Department of Energy - Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section Location:	5.1. Receive the equipment for calibration and conduct functionality check	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 1.D. according to the type of calibration service requested. 2. The client is responsible for logistic arrangements and fees. 3. Wait for the completion of service of calibration services. 4. Monitor the request through Energy Research and Testing Laboratory Services - Online Service Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 5. Fill out customer satisfaction form and download the Calibration Certificate in Energy Research and Testing Laboratory Services - Online Service Management System. 6. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Service Management System and indicate date of start of calibration and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct Calibration (Default request is 5 points per parameter)	1 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s	• Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare calibration certificate	1 working day/s	• Science Research Analyst / Science



				Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve calibration certificate		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Upload calibration certificate to Energy Research and Testing Laboratory Services - Online Service Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Service Management System once the calibration certificate is ready for download.		4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Calibration Samples and Fees Table

Samples	Fees
Calibration of Digital Power Meter (DPM)	Php 4,900.00
Calibration of each additional point for DPM	Php 350.00
Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution	Php 3,250.00 (5 points per parameter)
Calibration of each additional point for DMM	Php 200.00
Calibration of AC/DC Voltmeters	Php 1,950.00
Calibration of each additional point for AC/DC Voltmeters	Php 390.00
Calibration of AC/DC Ammeters	Php 2,100.00
Calibration of each additional point for AC/DC Ammeters	Php 420.00
Calibration of Ohmmeter	Php 1,950.00



Calibration of each additional point for Ohmmeter	Php 390.00
Calibration of Resistors	Php 1,350.00
Calibration of each additional point for Resistors	Php 300.00
Calibration of Clamp Meters	Php 2,050.00
Calibration of each additional point for Clamp Meter	Php 410.00



10. ERTLS-LATD05-01 Calibration of Electrical Instruments for External Customers (for Additional Point) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A AC/DC and Resistance up to 10GΩ

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Private companies, industries, academe, government institutions, private citizens.	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the equipment/instrument to be calibrated (Sample: 3 photographs)	Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Photographs of front view of the calibration item 2. Photographs of the terminals of the calibration item 3. Photographs of connectors/plugs of the calibration item These photographs are necessary for laboratory staff to assess if the calibration laboratory is capable to serve the requirements of the client.		
4. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)	Applicant / Client	
Remarks: 1. Calibration items accepted by Lighting and Appliance Testing Division are the following: Digital Power Meters (Single Phase), Digital Multimeters, AC/DC Voltmeters, AC/DC Ammeters, Ohmmeters, Resistors and Clamp Meters 2. Lighting and Appliance Testing Division shall accept one calibration item per service request. 3. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. 4. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 5. Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. 6. Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. 7. Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible.		



8. If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used.
9. The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes.
10. After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following timeframes:
 - First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued.
 - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable.
11. Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
12. Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD19-01 Calibration of Electrical Instruments for External Customers (for Additional Request of 5 Calibration Points) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services –	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Online Services Management System. 5. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment.	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request calibration service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of equipment to be calibrated. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD19-01 Calibration of Electrical Instruments for External Customers (for Additional Request of 5 Calibration Points) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Possible Fees Breakdown: Calibration of Digital Power Meter (DPM) with additional 10 calibration points: PHP 8400 Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution with additional 10 calibration points: PHP 5250 Calibration of AC/DC Voltmeters with additional 10 calibration points: PHP 5850 Calibration of	2 hour/s	Collection Officer; Treasury Division (TD)



	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the calibration sample to arrive Calibration/Instrumentation and Control Section	AC/DC Ammeters with additional 10 calibration points: PHP 6300 Calibration of Ohmmeter with additional 10 calibration points: PHP 5850 Calibration of Resistors with additional 10 calibration points: PHP 4350 Calibration of Clamp Meters with additional 10 calibration points: PHP 6150 Formula Fees Breakdown: Calibration Samples and Fees Table	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send calibration sample to Department of Energy - Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of calibration service requested. 2. The client is responsible for logistic arrangements and fees. 3. Wait for the completion of service of calibration services. 4. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 5. Fill out customer satisfaction form and download the Calibration Certificate in Energy Research and Testing Laboratory Services -	5.1. Receive the equipment for calibration and conduct functionality check	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of calibration and the expected end date of the service		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct Calibration (Request for Additional Point)		1 working day/s, 5 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Online Services Management System. 6. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare calibration certificate	1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Upload calibration certificate to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Service Management System	4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



	once the calibration certificate is ready for download.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
• Calibration of Digital Power Meter (DPM) with additional 10 calibration points : 8400 • Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution with additional 10 calibration points : 5250 • Calibration of AC/DC Voltmeters with additional 10 calibration points : 5850 • Calibration of AC/DC Ammeters with additional 10 calibration points : 6300 • Calibration of Ohmmeter with additional 10 calibration points : 5850 • Calibration of Resistors with additional 10 calibration points : 4350 • Calibration of Clamp Meters with additional 10 calibration points : 6150				
Formula / Schedule of Fees				
• Calibration Samples and Fees Table				
Samples		Fees		
Calibration of Digital Power Meter (DPM)		Php 4,900.00		
Calibration of each additional point for DPM		Php 350.00		
Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution		Php 3,250.00 (5 points per parameter)		
Calibration of each additional point for DMM		Php 200.00		
Calibration of AC/DC Voltmeters		Php 1,950.00		
Calibration of each additional point for AC/DC Voltmeters		Php 390.00		
Calibration of AC/DC Ammeters		Php 2,100.00		
Calibration of each additional point for AC/DC Ammeters		Php 420.00		
Calibration of Ohmmeter		Php 1,950.00		
Calibration of each additional point for Ohmmeter		Php 390.00		
Calibration of Resistors		Php 1,350.00		
Calibration of each additional point for Resistors		Php 300.00		
Calibration of Clamp Meters		Php 2,050.00		
Calibration of each additional point for Clamp Meter		Php 410.00		



11. ERTLS-LATD06 Calibration of Temperature Instruments for External Customers (for 1 to 5 Calibration Points) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Platinum Resistance Thermometers (-10°C to 420°C); 2) Liquid-in-Glass Thermometers (80°C to 150°C); 3) Digital/Bi-metal Thermometers/RTD/Thermocouples (-24° to 420°C).

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Private companies, industries, academe, government institutions, private citizens.	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)		Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>		
2. Electronic Signature (Sample: 1 Electronic Signature)		Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>		
3. Photographs of the equipment/instrument to be calibrated (Sample: 3 photographs)		Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> 1. Photographs of front view of the calibration item 2. Photographs of the terminals of the calibration item 3. Photographs of connectors/plugs of the calibration item <i>These photographs are necessary for laboratory staff to assess if the calibration laboratory is capable to serve the requirements of the client.</i>		
4. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)		Applicant / Client
Remarks: 1. Calibration items accepted by Lighting and Appliance Testing Division are the following: Platinum Resistance Thermometers (PRT), Liquid-in-Glass (LIG) Thermometers, and Digital/Bi-metal Thermometers/RTD/Thermocouples. 2. Lighting and Appliance Testing Division shall accept one calibration item per service request. 3. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. 4. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 5. Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. 6. Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. 7. Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. 8. If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used.		



9. The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes.
10. After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following timeframes:
 - First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued.
 - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable.
11. Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
12. Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD20 Calibration of Temperature Instruments for External Customers (for 1 to 5 Calibration Points) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test sample/calibration for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. If client brings their equipment for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	• Chief Science Research Specialist;



application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment.				Lighting and Appliance Testing Division (LATD)
2. Request calibration service by filling-out service request form through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of equipment to be calibrated. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD20 Calibration of Temperature Instruments for External Customers (for 1 to 5 Calibration Points) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Calibration Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the calibration sample to arrive Calibration/Instrumentation and Control Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send calibration sample to Department of Energy - Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section Location:	5.1. Receive the equipment for calibration and conduct functionality check	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 5 according to the type of calibration service requested. 2. The client is responsible for logistic arrangements and fees. 3. Wait for the completion of service of calibration services. 4. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 5. Fill out customer satisfaction form and download the Calibration Certificate in Energy Research and Testing Laboratory Services - Online Services Management System. 6. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of calibration and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct Calibration (Default request is 5 points)	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s	• Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Prepare calibration certificate		1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve calibration certificate		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
	5.7. Upload calibration certificate to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Service Management System once the calibration certificate is ready for download.		4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Calibration Samples and Fees Table

Samples	Fees
Calibration of Platinum Resistance Thermometer (PRT)	Php 4,900.00
Calibration of each additional temperature point for PRT	Php 980.00
Calibration of Liquid-in-Glass (LIG) Thermometer	Php 1,650.00
Calibration of each additional temperature point for Liquid-in-Glass (LIG)	Php 600.00
Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 1,950.00



Calibration of each additional temperature point for Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 390.00
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12. ERTLS-LATD06-01 Calibration of Temperature Instruments for External Customers (for Additional Point) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Calibration work is conducted to accommodate external clients. Services offered are calibration of 1) Platinum Resistance Thermometers (-10°C to 420°C); 2) Liquid-in-Glass Thermometers (80°C to 150°C); 3) Digital/Bi-metal Thermometers/RTD/Thermocouples (-24° to 420°C).

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Private companies, industries, academe, government institutions, private citizens.	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)		Applicant / Client
<i>Remarks:</i> Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)		Applicant / Client
<i>Remarks:</i> Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the equipment/instrument to be calibrated (Sample: 3 photographs)		Applicant / Client
<i>Remarks:</i> Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Photographs of front view of the calibration item 2. Photographs of the terminals of the calibration item 3. Photographs of connectors/plugs of the calibration item These photographs are necessary for laboratory staff to assess if the calibration laboratory is capable to serve the requirements of the client.		
4. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)		Applicant / Client
<i>Remarks:</i> 1. Calibration items accepted by Lighting and Appliance Testing Division are the following: Platinum Resistance Thermometers (PRT), Liquid-in-Glass (LIG) Thermometers, and Digital/Bi-metal Thermometers/RTD/Thermocouples. 2. Lighting and Appliance Testing Division shall accept one calibration item per service request. 3. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. 4. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 5. Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. 6. Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. 7. Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. 8. If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used.		



9. The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes.
10. After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following timeframes:
 - o First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - o Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued.
 - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable.
11. Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
12. Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD20-01 Calibration of Temperature Instruments for External Customers (for Additional Request of 5 Calibration Points) through Manual Processing". 4. For special cases of testing, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. If client brings their equipment for walk-in application, staff conducts	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	• Chief Science Research Specialist; Lighting and



functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment.				Appliance Testing Division (LATD)
2. Request calibration service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of equipment to be calibrated. 2. If Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD20-01 Calibration of Temperature Instruments for External Customers (for Additional Request of 5 Calibration Points) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement through Collection Monitoring System		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Possible Fees Breakdown: Calibration of Platinum Resistance Thermometer (PRT) with additional 10 calibration points: PHP 14700 Calibration of Liquid-in-Glass (LIG) Thermometer with additional 10 calibration points: PHP 7650 Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple with additional 10 calibration points: PHP 5850 Formula Fees	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the calibration sample to arrive Calibration/Instrumentation and Control Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



		Breakdown: Calibration Samples and Fees Table		
5. Bring/send calibration sample to Department of Energy - Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of calibration service requested. 2. The client is responsible for logistic arrangements and fees. 3. Wait for the completion of service of calibration services. 4. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 5. Fill out customer satisfaction form and download the Calibration Certificate in Energy Research and Testing Laboratory Services - Online Services Management System. 6. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	5.1. Receive the equipment for calibration and conduct functionality check	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of calibration and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct Calibration (Request for Additional Point)		2 working day/s, 3 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Compute for measurement uncertainty		1 working day/s, 4 hour/s	• Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Prepare calibration certificate		1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and approve calibration certificate		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.7. Upload calibration certificate to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Service Management System once the calibration certificate is ready for download.		4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				



- Calibration of Platinum Resistance Thermometer (PRT) with additional 10 calibration points : 14700
- Calibration of Liquid-in-Glass (LIG) Thermometer with additional 10 calibration points : 7650
- Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple with additional 10 calibration points : 5850

Formula / Schedule of Fees

- Calibration Samples and Fees Table

Samples	Fees
Calibration of Platinum Resistance Thermometer (PRT)	Php 4,900.00
Calibration of each additional temperature point for PRT	Php 980.00
Calibration of Liquid-in-Glass (LIG) Thermometer	Php 1,650.00
Calibration of each additional temperature point for Liquid-in-Glass (LIG)	Php 600.00
Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 1,950.00
Calibration of each additional temperature point for Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 390.00



13. ERTLS-LATD07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch



10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



14. ERTLS-LATD07-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
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Photographs of the test sample/s to be tested (Sample: 3 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications. </td></tr> <tr> <td>4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. 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7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	• Senior Science Research Specialist / Supervising



			Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch



10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



15. ERTLS-LATD07-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	5 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 9 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



16. ERTLS-LATD07-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 10 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



17. ERTLS-LATD07-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 30 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account. </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG). </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications. </td></tr> <tr> <td>4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. 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- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist



				Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science



Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s		Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 30 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and
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Drive, Corner 34th Street, Bonifacio Global City.			Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 34 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
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LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
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40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch



23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



18. ERTLS-LATD07-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
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Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. 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- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 35 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 39 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
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10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
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Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



19. ERTLS-LATD07-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
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Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.																					
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client																				
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.																					



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test Zero Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



				Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science



Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 20 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and
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Drive, Corner 34th Street, Bonifacio Global City.			Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 24 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch



23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



20. ERTLS-LATD07-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist



				Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science



Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 25 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and
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Drive, Corner 34th Street, Bonifacio Global City.			Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 29 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch



23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



21. ERTLS-LATD07-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.		



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		111 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 115 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



22. ERTLS-LATD07-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 293 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 297 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



23. ERTLS-LATD07-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.		



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 701 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 705 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



24. ERTLS-LATD07-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.		



- *Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.*
- 7. *Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.*
- 8. *Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: - Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. - If the client is already registered, skip this step, and proceed to client step no. 2. - If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for LED Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". - For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. - When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;





				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s	2 hour/s 13 working day/s 1 working day/s	Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 17 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



25. ERTLS-LATD07-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Led Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		15 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 19 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



26. ERTLS-LATD07-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		19 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 23 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



27. ERTLS-LATD07-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		27 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 31 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



28. ERTLS-LATD07-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration , clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services –	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist



https://ertls-osms.doe.gov.ph/				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting		2 hour/s	Chief Science Research Specialist; Lighting and



Notes/Instruction: Client will proceed to the next step once fees are paid.	and Other Electrical Devices Section			Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		52 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 56 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch



LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



29. ERTLS-LATD07-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested.			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s).	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service.	5.3. Conduct the Test Request	176 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 180 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



30. ERTLS-LATD07-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 176 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 180 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



31. ERTLS-LATD07-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 270 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 274 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



32. ERTLS-LATD07-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



33. ERTLS-LATD07-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



34. ERTLS-LATD07-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Sphere Photometer) through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)		Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)		Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)		Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Light Source with Energy Saving Device (Sample: 1 Sample)		Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.		



8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Sphere Photometer) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



- Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD21-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Sphere Photometer) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Light Source - Performance Verification Test with and without Energy Saving Device using Sphere Photometry	Php 1,480.00
Light Source - Performance Verification Test with and without Energy Saving Device using Gonio Photometry	Php 23,200.00
Energy Saving Device Electrical Measurement Self Consumption Test	Php 440.00



35. ERTLS-LATD08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch



10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



36. ERTLS-LATD08-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising



			Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch



10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



37. ERTLS-LATD08-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account. </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG). </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications. </td></tr> <tr> <td>4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)	Applicant / Client	Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. 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7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	5 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 9 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
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33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



38. ERTLS-LATD08-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 10 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



39. ERTLS-LATD08-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 30 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 30 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 30 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist



				Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science



Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s		Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 30 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and
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Drive, Corner 34th Street, Bonifacio Global City.			Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 34 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch



23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



40. ERTLS-LATD08-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested.			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s).	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service.	5.3. Conduct the Test Request	35 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 39 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



41. ERTLS-LATD08-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)		Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)		Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)		Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)		Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.		



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist



				Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science



Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s		Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 20 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and
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Drive, Corner 34th Street, Bonifacio Global City.			Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 24 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch



23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



42. ERTLS-LATD08-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.		



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist



				Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science



Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s		Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 25 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and
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Drive, Corner 34th Street, Bonifacio Global City.			Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 29 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch



23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



43. ERTLS-LATD08-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		111 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 115 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



44. ERTLS-LATD08-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s	2 hour/s 293 working day/s 1 working day/s	Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 297 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



45. ERTLS-LATD08-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System 2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.	None	26 minute/s 26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 701 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 705 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



46. ERTLS-LATD08-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders																				
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. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account. </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG). </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications. </td></tr> <tr> <td>4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client	Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
For Standard Requirement																					
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client																				
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.																					
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client																				
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).																					
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client																				
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.																					
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client																				
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.																					



- *Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.*
- 7. *Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.*
- 8. *Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		13 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 17 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



47. ERTLS-LATD08-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders																				
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. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i> </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i> </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications. </td></tr> <tr> <td>4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>		2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>		3. 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- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		15 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 19 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



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10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
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33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
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Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



48. ERTLS-LATD08-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
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- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		19 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 23 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



49. ERTLS-LATD08-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: - Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. - If the client is already registered, skip this step, and proceed to client step no. 2. - If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing". - For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. - When a client brings their sample(s) for walk-in	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Client will proceed to the next step once fees are paid. 5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		27 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 31 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch



33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



50. ERTLS-LATD08-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- *Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.*
- 7. *Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.*
- 8. *Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System.	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location:	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



https://ertls-osms.doe.gov.ph/				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction:	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting		2 hour/s	Chief Science Research Specialist; Lighting and



Client will proceed to the next step once fees are paid.	and Other Electrical Devices Section			Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System.	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		52 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist



8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 56 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch



10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



51. ERTLS-LATD08-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s		Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 176 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 180 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



52. ERTLS-LATD08-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.		



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 176 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 180 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



53. ERTLS-LATD08-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist;



inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Lighting and Appliance Testing Division (LATD)
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System 2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.	None	26 minute/s 26 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science



Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy,	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service 5.3. Conduct the Test Request 5.4. Prepare and generate Test Report/s			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 2 hour/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 270 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) 1 working day/s • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research
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Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 274 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Sphere Photometry		Php 740.00		
Gonio Photometry		Php 11,600.00/ sample		
Electrical Measurement		Php 440.00/ Batch		
LED lamps Endurance Test – Temperature Cycling Test		Php 10,800.00/ Batch		
LED lamps Endurance Test – Supply Switching Test –		Php 2,200.00/ Batch		
LED lamps Initial Rating Test (zero ageing)		Php 22,200.00/Batch		
10W-22W LED lamps Lumen Maintenance (3,750 hrs)		Php 23,050.00/Batch		
23W-32W LED lamps Lumen Maintenance (3,750 hrs)		Php 26,800.00/Batch		
33W-40W LED lamps Lumen Maintenance (3,750 hrs)		Php 29,800.00/Batch		
40W-100W LED lamps Lumen Maintenance (3,750 hrs)		Php 52,300.00/Batch		
100W-200W LED lamps Lumen Maintenance (3,750 hrs)		Php 89,800.00/Batch		



10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



54. ERTLS-LATD08-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



55. ERTLS-LATD08-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and 2. One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Samples)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch



40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



56. ERTLS-LATD08-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Gonio Photometer) through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Light Source with Energy Saving Device (Sample: 1 Sample)	Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.		



8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Gonio Photometer) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



- Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD22-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Gonio Photometer) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Light Source - Performance Verification Test with and without Energy Saving Device using Sphere Photometry	Php 1,480.00
Light Source - Performance Verification Test with and without Energy Saving Device using Gonio Photometry	Php 23,200.00
Energy Saving Device Electrical Measurement Self Consumption Test	Php 440.00



57. ERTLS-LATD09 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Directional Light Source/s (Sample: 1 Sample)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD23 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD23 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science



				Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction:	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science



1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Performance Test			Fees	
Electrical and photometric characteristics of directional light sources			Php 11,600.00/ Sample	
Electrical Measurements of Other Electrical Devices			Php 440.00/ Batch	



58. ERTLS-LATD09-01 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>	
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.	
4. Working/Functional Directional Light Source/s (Sample: 2 Samples)	Applicant / Client
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD23-01 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



- Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD23-01 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 4. Wait for the completion of test service. 5. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 6. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Performance Test	Fees
Electrical and photometric characteristics of directional light sources	Php 11,600.00/ Sample
Electrical Measurements of Other Electrical Devices	Php 440.00/ Batch



59. ERTLS-LATD09-02 Energy Performance Testing of Energy Saving Device (Directional Lighting Load using Gonio Photometer) through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>		
3. Photographs of the test sample/s to be tested (Sample: 3 Photographs)	Applicant / Client	
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> - Two (2) photographs showing the full appearance of the test sample, each from different sides (front and back or opposing view); and - One (1) photograph of the test sample markings or specifications.		
4. Working/Functional Light Source with Energy Saving Device (Sample: 1 Sample)	Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.		



8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD23-02 Energy Performance Testing of Energy Saving Device (Directional Lighting Load using Gonio Photometer) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request energy performance testing of lighting products and other electrical devices by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests. Please refer to "ERTLS-LATD23-02 Energy Performance Testing of Energy Saving Device (Directional Lighting Load using Gonio Photometer) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Lighting and Other Electrical Devices Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction:	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Clients can choose to send their test sample(s) to the Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section test facility by either physical delivery or using a courier service. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and Other Electrical Devices will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s). 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and Other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare and generate Test Report/s	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



			Appliance Testing Division (LATD)
	5.6. Approve and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None
	See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Light Source - Performance Verification Test with and without Energy Saving Device using Sphere Photometry	Php 1,480.00
Light Source - Performance Verification Test with and without Energy Saving Device using Gonio Photometry	Php 23,200.00
Energy Saving Device Electrical Measurement Self Consumption Test	Php 440.00



60. ERTLS-LATD10 Energy Performance Testing of Air Conditioners for Fixed Speed (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be tested 2. Front view of the air conditioner to be tested 3. Name plate rating of the air conditioner to be tested 4. Serial number of the air conditioner to be tested	
4. Working/Functional Fixed Speed Air Conditioner (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. 5. For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). 6. All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. 7. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 8. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.	



- *Second Notice* – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - *Third Notice* – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
9. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
10. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24 Energy Performance Testing of Air Conditioners for Fixed Speed (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24 Energy Performance Testing of Air Conditioners for Fixed Speed (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Air Conditioner (Full load): PHP 12400 Total: PHP 12400	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 4. For split type air conditioner, the client shall bring their own technician. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 12400		



61. ERTLS-LATD10-01 Energy Performance Testing of Air Conditioners for Fixed Speed (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be tested 2. Front view of the air conditioner to be tested 3. Name plate rating of the air conditioner to be inspected 4. Serial number of the air conditioner to be tested	
4. Working/Functional Fixed Speed Air Conditioner (Sample: 2 Samples)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. 5. For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). 6. All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. 7. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 8. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.	



- *Second Notice* – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - *Third Notice* – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
9. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
10. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-01 Energy Performance Testing of Air Conditioners for Fixed Speed (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)





	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Total testing fee for two samples of Air Conditioners (Full load): PHP 24800 Total: PHP 24800	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample/s to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. For split type air conditioner, the client shall bring their own technician. 6. Wait for the completion of test service. 7. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 8. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 9. Claim/retrieve the sample/s at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 24800		



62. ERTLS-LATD10-02 Energy Performance Testing of Air Conditioners for Fixed Speed with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 ISO Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)		
Classification:	Highly Technical		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)		
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders		
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> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
For Standard Requirement			
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client		
Remarks: <i>Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.</i>			
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client		
Remarks: <i>Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).</i>			
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client		
Remarks: <i>Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System:</i> 1. Front view of the box of the air conditioner to be tested 2. Front view of the air conditioner to be tested 3. Name plate rating of the air conditioner to be tested 4. Serial number of the air conditioner to be tested			
4. Working/Functional Fixed Speed Air Conditioner with Energy Saving Device (Sample: 1 Sample)	Applicant / Client		
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. 5. For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). 6. All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. 7. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 8. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.			



- *Second Notice* – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - *Third Notice* – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
9. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
10. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-02 Energy Performance Testing of Air Conditioners for Fixed Speed with Energy Saving Device through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-02 Energy Performance Testing of Air Conditioners for Fixed Speed with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Air Conditioner (Full load) with Energy Saving Device: PHP 24800	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section	Total: PHP 24800	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division -	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst



Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 4. For split type air conditioner, the client shall bring their own technician. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			/ Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;;



			Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter	1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.			
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s	
Total Processing Fee:		Total Standard Fee: PHP 24800	



63. ERTLS-LATD10-03 Energy Performance Testing of Air Conditioners for Variable Speed (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be tested 2. Front view of the air conditioner to be tested 3. Name plate rating of the air conditioner to be tested 4. Serial number of the air conditioner to be tested	
4. Working/Functional Variable Speed Air Conditioner (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. 5. For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). 6. All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. 7. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 8. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.	



- *Second Notice* – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - *Third Notice* – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
9. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
10. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-03 Energy Performance Testing of Air Conditioners for Variable Speed (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-03 Energy Performance Testing of Air Conditioners for Variable Speed (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System 2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.	None	26 minute/s 26 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. For split type air conditioner, the client shall bring their own technician. 6. Wait for the completion of test service. 7. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 8. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 9. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Air Conditioner (Full Load)	Php 12,400.00/ sample
Testing of Air Conditioner (Half Load)	Php 12,400.00/ sample



64. ERTLS-LATD10-04 Energy Performance Testing of Air Conditioners for Variable Speed (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be tested 2. Front view of the air conditioner to be tested 3. Name plate rating of the air conditioner to be tested 4. Serial number of the air conditioner to be tested	
4. Working/Functional Variable Speed Air Conditioner (Sample: 2 Samples)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. 5. For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). 6. All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. 7. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 8. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.	



- *Second Notice* – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - *Third Notice* – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
9. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
10. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-04 Energy Performance Testing of Air Conditioners for Variable Speed (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-04 Energy Performance Testing of Air Conditioners for Variable Speed (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System 2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.	None	26 minute/s 26 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. For split type air conditioner, the client shall bring their own technician. 6. Wait for the completion of test service. 7. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 8. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 9. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	3 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 9 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing fee per sample of air conditioner (Full Load)	Php 12,400.00/ sample
Testing fee per sample of air conditioner (Half Load)	Php 12,400.00/ sample
Total testing fee for two samples of air conditioners (Full load)	Php 24,800.00
Total testing fee for two samples of air conditioners (Half load)	Php 24,800.00



65. ERTLS-LATD10-05 Energy Performance Testing of Air Conditioners for Variable Speed with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the air conditioner to be tested 2. Front view of the air conditioner to be tested 3. Name plate rating of the air conditioner to be tested 4. Serial number of the air conditioner to be tested	
4. Working/Functional Variable Speed Air Conditioner with Energy Saving Device (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. 5. For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). 6. All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. 7. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 8. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.	



- Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
- 9. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
- 10. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: - Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. - If the client is already registered, skip this step, and proceed to client step no. 2. - If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-05 Energy Performance Testing of Air Conditioners for Variable Speed with Energy Saving Device through Manual Processing". - For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. - When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD24-05 Energy Performance Testing of Air Conditioners for Variable Speed with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. For split type air conditioner, the client shall bring their own technician. 6. Wait for the completion of test service. 7. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 8. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 9. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	3 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising



			Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
	5.6. Review and sign the transmittal letter	1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)						
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.									
Total Processing Time:		Working Days: 9 working day/s, 4 hour/s							
Total Processing Fee:		Total Standard Fee: None See other fees below							
Formula / Schedule of Fees • Test Samples and Fees Table <table><thead><tr><th>Samples</th><th>Fees</th></tr></thead><tbody><tr><td>Testing of Air Conditioner (Full Load) with Energy Saving Device</td><td>Php 24,800.00/ sample</td></tr><tr><td>Testing of Air Conditioner (Half Load) with Energy Saving Device</td><td>Php 24,800.00/ sample</td></tr></tbody></table>				Samples	Fees	Testing of Air Conditioner (Full Load) with Energy Saving Device	Php 24,800.00/ sample	Testing of Air Conditioner (Half Load) with Energy Saving Device	Php 24,800.00/ sample
Samples	Fees								
Testing of Air Conditioner (Full Load) with Energy Saving Device	Php 24,800.00/ sample								
Testing of Air Conditioner (Half Load) with Energy Saving Device	Php 24,800.00/ sample								



66. ERTLS-LATD11 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Below 6 Cubic Feet) through Manual Processing" 3.	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	22 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)										
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)										
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)										
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.														
Total Processing Time:		Working Days: 27 working day/s												
Total Processing Fee:		Total Standard Fee: None See other fees below												
Formula / Schedule of Fees • Test Samples and Fees Table <table><thead><tr><th>Samples</th><th>Fees</th></tr></thead><tbody><tr><td>Testing of Refrigerator – Complete Test</td><td>Php 24,000.00/ sample</td></tr><tr><td>Testing of Refrigerator – Partial Test</td><td>Php 14,200.00/ sample</td></tr><tr><td>Ice Making Test (Optional)</td><td>Php 10,000.00/ sample</td></tr><tr><td>Freezing Capacity (Optional)</td><td>Php 10,000.00/ sample</td></tr></tbody></table>					Samples	Fees	Testing of Refrigerator – Complete Test	Php 24,000.00/ sample	Testing of Refrigerator – Partial Test	Php 14,200.00/ sample	Ice Making Test (Optional)	Php 10,000.00/ sample	Freezing Capacity (Optional)	Php 10,000.00/ sample
Samples	Fees													
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample													
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample													
Ice Making Test (Optional)	Php 10,000.00/ sample													
Freezing Capacity (Optional)	Php 10,000.00/ sample													



67. ERTLS-LATD11-01 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-01 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-01 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	22 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 29 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



68. ERTLS-LATD11-02 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-02 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-02 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	22 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 27 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



69. ERTLS-LATD11-03 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders																				
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. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account. </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG). </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested </td></tr> <tr> <td>4. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client	Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested		4. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)	Applicant / Client	Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
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1. Working electronic mail account (Sample: 1 email account)	Applicant / Client																				
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4. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)	Applicant / Client																				
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.																					



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-03 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 2 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-03 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 2 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	22 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 28 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



70. ERTLS-LATD11-04 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Samples)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-04 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-04 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	44 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 52 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



71. ERTLS-LATD11-05 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-05 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-05 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	44 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 51 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



72. ERTLS-LATD11-06 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders																				
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. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account. </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG). </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested </td></tr> <tr> <td>4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client	Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested		4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client	Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
For Standard Requirement																					
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client																				
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.																					
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client																				
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).																					
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client																				
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested																					
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client																				
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.																					



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-06 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Appliance and Equipment Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-06 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing" 3.	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	10 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)										
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)										
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)										
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.														
Total Processing Time:		Working Days: 15 working day/s, 4 hour/s												
Total Processing Fee:		Total Standard Fee: None See other fees below												
Formula / Schedule of Fees • Test Samples and Fees Table <table><tr><td>Samples</td><td>Fees</td></tr><tr><td>Testing of Refrigerator – Complete Test</td><td>Php 24,000.00/ sample</td></tr><tr><td>Testing of Refrigerator – Partial Test</td><td>Php 14,200.00/ sample</td></tr><tr><td>Ice Making Test (Optional)</td><td>Php 10,000.00/ sample</td></tr><tr><td>Freezing Capacity (Optional)</td><td>Php 10,000.00/ sample</td></tr></table>					Samples	Fees	Testing of Refrigerator – Complete Test	Php 24,000.00/ sample	Testing of Refrigerator – Partial Test	Php 14,200.00/ sample	Ice Making Test (Optional)	Php 10,000.00/ sample	Freezing Capacity (Optional)	Php 10,000.00/ sample
Samples	Fees													
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample													
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample													
Ice Making Test (Optional)	Php 10,000.00/ sample													
Freezing Capacity (Optional)	Php 10,000.00/ sample													



73. ERTLS-LATD11-07 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-07 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-07 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	10 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)										
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)										
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)										
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.														
Total Processing Time:		Working Days: 17 working day/s, 4 hour/s												
Total Processing Fee:		Total Standard Fee: None See other fees below												
Formula / Schedule of Fees • Test Samples and Fees Table <table><tr><td>Samples</td><td>Fees</td></tr><tr><td>Testing of Refrigerator – Complete Test</td><td>Php 24,000.00/ sample</td></tr><tr><td>Testing of Refrigerator – Partial Test</td><td>Php 14,200.00/ sample</td></tr><tr><td>Ice Making Test (Optional)</td><td>Php 10,000.00/ sample</td></tr><tr><td>Freezing Capacity (Optional)</td><td>Php 10,000.00/ sample</td></tr></table>					Samples	Fees	Testing of Refrigerator – Complete Test	Php 24,000.00/ sample	Testing of Refrigerator – Partial Test	Php 14,200.00/ sample	Ice Making Test (Optional)	Php 10,000.00/ sample	Freezing Capacity (Optional)	Php 10,000.00/ sample
Samples	Fees													
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample													
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample													
Ice Making Test (Optional)	Php 10,000.00/ sample													
Freezing Capacity (Optional)	Php 10,000.00/ sample													



74. ERTLS-LATD11-08 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-08 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-08 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	10 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 15 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



75. ERTLS-LATD11-09 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-09 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services- Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-09 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services- Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	10 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 16 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



76. ERTLS-LATD11-10 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-10 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-10 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	21 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 29 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



77. ERTLS-LATD11-11 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-11 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-11 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	21 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)										
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)										
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)										
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.														
Total Processing Time:		Working Days: 28 working day/s, 4 hour/s												
Total Processing Fee:		Total Standard Fee: None See other fees below												
Formula / Schedule of Fees • Test Samples and Fees Table <table><tr><td>Samples</td><td>Fees</td></tr><tr><td>Testing of Refrigerator – Complete Test</td><td>Php 24,000.00/ sample</td></tr><tr><td>Testing of Refrigerator – Partial Test</td><td>Php 14,200.00/ sample</td></tr><tr><td>Ice Making Test (Optional)</td><td>Php 10,000.00/ sample</td></tr><tr><td>Freezing Capacity (Optional)</td><td>Php 10,000.00/ sample</td></tr></table>					Samples	Fees	Testing of Refrigerator – Complete Test	Php 24,000.00/ sample	Testing of Refrigerator – Partial Test	Php 14,200.00/ sample	Ice Making Test (Optional)	Php 10,000.00/ sample	Freezing Capacity (Optional)	Php 10,000.00/ sample
Samples	Fees													
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample													
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample													
Ice Making Test (Optional)	Php 10,000.00/ sample													
Freezing Capacity (Optional)	Php 10,000.00/ sample													



78. ERTLS-LATD11-12 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-12 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-12 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing" 3.	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



79. ERTLS-LATD11-13 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-13 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services- Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-13 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services- Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 13 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



80. ERTLS-LATD11-14 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-14 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-14 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)										
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)										
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)										
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.														
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s												
Total Processing Fee:		Total Standard Fee: None See other fees below												
Formula / Schedule of Fees • Test Samples and Fees Table <table><tr><td>Samples</td><td>Fees</td></tr><tr><td>Testing of Refrigerator – Complete Test</td><td>Php 24,000.00/ sample</td></tr><tr><td>Testing of Refrigerator – Partial Test</td><td>Php 14,200.00/ sample</td></tr><tr><td>Ice Making Test (Optional)</td><td>Php 10,000.00/ sample</td></tr><tr><td>Freezing Capacity (Optional)</td><td>Php 10,000.00/ sample</td></tr></table>					Samples	Fees	Testing of Refrigerator – Complete Test	Php 24,000.00/ sample	Testing of Refrigerator – Partial Test	Php 14,200.00/ sample	Ice Making Test (Optional)	Php 10,000.00/ sample	Freezing Capacity (Optional)	Php 10,000.00/ sample
Samples	Fees													
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample													
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample													
Ice Making Test (Optional)	Php 10,000.00/ sample													
Freezing Capacity (Optional)	Php 10,000.00/ sample													



81. ERTLS-LATD11-15 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
<i>Remarks:</i> Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
<i>Remarks:</i> Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
<i>Remarks:</i> Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)	Applicant / Client



Remarks:

1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing.
2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form.
3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement.
4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume.
5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes.
6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes:
 - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-15 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-15 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		6 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II /



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 12 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees • Test Samples and Fees Table Samples Fees				



Testing of Refrigerator – Complete Test
Testing of Refrigerator – Partial Test
Ice Making Test (Optional)
Freezing Capacity (Optional)

Php 24,000.00/ sample
Php 14,200.00/ sample
Php 10,000.00/ sample
Php 10,000.00/ sample



82. ERTLS-LATD11-16 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-16 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-16 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	13 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 21 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



83. ERTLS-LATD11-17 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-17 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-17 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	13 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 20 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



84. ERTLS-LATD11-18 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-18 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



- Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-18 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing"	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 11 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



85. ERTLS-LATD11-19 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-19 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-19 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)										
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)										
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)										
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.														
Total Processing Time:		Working Days: 13 working day/s, 4 hour/s												
Total Processing Fee:		Total Standard Fee: None See other fees below												
Formula / Schedule of Fees • Test Samples and Fees Table <table><tr><td>Samples</td><td>Fees</td></tr><tr><td>Testing of Refrigerator – Complete Test</td><td>Php 24,000.00/ sample</td></tr><tr><td>Testing of Refrigerator – Partial Test</td><td>Php 14,200.00/ sample</td></tr><tr><td>Ice Making Test (Optional)</td><td>Php 10,000.00/ sample</td></tr><tr><td>Freezing Capacity (Optional)</td><td>Php 10,000.00/ sample</td></tr></table>					Samples	Fees	Testing of Refrigerator – Complete Test	Php 24,000.00/ sample	Testing of Refrigerator – Partial Test	Php 14,200.00/ sample	Ice Making Test (Optional)	Php 10,000.00/ sample	Freezing Capacity (Optional)	Php 10,000.00/ sample
Samples	Fees													
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample													
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample													
Ice Making Test (Optional)	Php 10,000.00/ sample													
Freezing Capacity (Optional)	Php 10,000.00/ sample													



86. ERTLS-LATD11-20 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-20 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services- Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-20 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services- Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 11 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



87. ERTLS-LATD11-21 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-21 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 2 Samples Above 6 Cubic Meters) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services- Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-21 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 2 Samples Above 6 Cubic Meters) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services- Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 12 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



88. ERTLS-LATD11-22 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-22 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-22 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	13 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 21 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



89. ERTLS-LATD11-23 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-23 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-23 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II / Science



	Collection Monitoring System (COMS)			Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	13 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	• Senior Science Research Specialist / Supervising Science



				Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 20 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test		Php 24,000.00/ sample		
Testing of Refrigerator – Partial Test		Php 14,200.00/ sample		
Ice Making Test (Optional)		Php 10,000.00/ sample		
Freezing Capacity (Optional)		Php 10,000.00/ sample		



90. ERTLS-LATD11-24 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-24 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-24 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing"	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	33 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 38 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



91. ERTLS-LATD11-25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	33 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 40 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



92. ERTLS-LATD11-26 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-26 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-26 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	33 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 38 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



93. ERTLS-LATD11-27 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-27 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-27 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	33 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 39 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



94. ERTLS-LATD11-28 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-28 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-28 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	66 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 74 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



95. ERTLS-LATD11-29 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-29 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-29 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	66 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 73 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



96. ERTLS-LATD11-30 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-30 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-30 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy,	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	40 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 45 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



97. ERTLS-LATD11-31 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-31 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-31 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	40 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 47 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



98. ERTLS-LATD11-32 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-32 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-32 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	40 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 45 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



99. ERTLS-LATD11-33 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-33 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-33 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	40 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 46 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



100. ERTLS-LATD11-34 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-34 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-34 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 4 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. - Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	80 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 88 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



101. ERTLS-LATD11-35 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account. </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG). </td></tr> <tr> <td>3. 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7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-35 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-35 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	80 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 87 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



102. ERTLS-LATD11-36 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-36 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Below 6 Cubic Meters) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-36 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Below 6 Cubic Meters) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	47 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 52 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



103. ERTLS-LATD11-37 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-37 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-37 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	47 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 54 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



104. ERTLS-LATD11-38 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-38 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Above 6 Cubic Meters) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-38 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Above 6 Cubic Meters) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	47 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 52 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



105. ERTLS-LATD11-39 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-39 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-39 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	47 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 53 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



106. ERTLS-LATD11-40 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-40 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-40 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	94 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 102 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



107. ERTLS-LATD11-41 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-41 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and



of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-41 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location:	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	94 working day/s, 4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	3 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)



	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 101 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



108. ERTLS-LATD11-42 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested	
4. Working/Functional Refrigerating Appliance with Energy Saving Device (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-42 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing with Energy Saving Device through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-42 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through		26 minute/s	• Laboratory Technician II /



	Collection Monitoring System (COMS)			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send testing sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	44 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising



				Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 50 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test with Energy Saving Device		Php 48,000.00/ sample		
Testing of Refrigerator – Partial Test with Energy Saving Device		Php 28,400.00/ sample		



109. ERTLS-LATD11-43 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)		Applicant / Client
<i>Remarks:</i> Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)		Applicant / Client
<i>Remarks:</i> Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)		Applicant / Client
<i>Remarks:</i> Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the refrigerating appliance to be tested 2. Front view of the refrigerating appliance to be tested 3. Name plate rating of the refrigerating appliance to be tested 4. Serial number of the refrigerating appliance to be tested		
4. Working/Functional Refrigerating Appliance with Energy Saving Device (Sample: 1 Sample)		Applicant / Client



Remarks:

1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing.
2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form.
3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement.
4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume.
5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes.
6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes:
 - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out testing sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-43 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test with Energy Saving Device through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD25-43 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		21 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II /



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 27 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees • Test Samples and Fees Table SamplesFees				



Testing of Refrigerator – Complete Test with Energy Saving Device
Testing of Refrigerator – Partial Test with Energy Saving Device

Php 48,000.00/ sample
Php 28,400.00/ sample



110. ERTLS-LATD12 Energy Performance Testing of Clothes Washing Machines (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the clothes washing machine to be tested 2. Front view of the clothes washing machine to be tested 3. Name plate rating of the clothes washing machine to be tested 4. Serial number of the clothes washing machine to be tested	
4. Working/Functional Clothes Washing Machine (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26 Energy Performance Testing of Clothes Washing Machines (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26 Energy Performance Testing of Clothes Washing Machines (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science



				Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Clothes Washing Machines: PHP 21400 Total: PHP 21400	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction:	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science



- Corresponding fees should have been paid already in step 4 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. - Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 12 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 21400		



111. ERTLS-LATD12-01 Energy Performance Testing of Clothes Washing Machines (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the clothes washing machine to be tested 2. Front view of the clothes washing machine to be tested 3. Name plate rating of the clothes washing machine to be tested 4. Serial number of the clothes washing machine to be tested	
4. Working/Functional Clothes Washing Machine/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26-01 Energy Performance Testing of Clothes Washing Machines (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26-01 Energy Performance Testing of Clothes Washing Machines (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science



				Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Clothes Washing Machines: PHP 21400 Total: PHP 21400	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.	Possible Fees Breakdown: Testing of two samples of Clothes Washing Machines: PHP 42800	2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction:	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science



- Corresponding fees should have been paid already in step 4 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. - Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	6 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 14 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 21400 See other fees below		
Possible Fees				
Testing of two samples of Clothes Washing Machines : 42800				



112. ERTLS-LATD12-02 Energy Performance Testing of Clothes Washing Machines (For 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the clothes washing machine to be tested 2. Front view of the clothes washing machine to be tested 3. Name plate rating of the clothes washing machine to be tested 4. Serial number of the clothes washing machine to be tested	
4. Working/Functional Clothes Washing Machine/s (Sample: 5 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.	



7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26-02 Energy Performance Testing of Clothes Washing Machines (For 5 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26-02 Energy Performance Testing of Clothes Washing Machines (For 5 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science



				Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Clothes Washing Machines: PHP 12400 Total: PHP 12400	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.	Possible Fees Breakdown: Testing of five samples of clothes washing machines: PHP 62000	2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction:	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science



- Corresponding fees should have been paid already in step 4 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. - Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	13 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	10 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist;



				Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 27 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 12400 See other fees below		
Possible Fees Testing of five samples of clothes washing machines : 62000				



113. ERTLS-LATD12-03 Energy Performance Testing of Clothes Washing Machines with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
<i>Remarks:</i> Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
<i>Remarks:</i> Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client	
<i>Remarks:</i> Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the clothes washing machine to be tested 2. Front view of the clothes washing machine to be tested 3. Name plate rating of the clothes washing machine to be tested 4. Serial number of the clothes washing machine to be tested		
4. Working/Functional Clothes Washing Machine with Energy Saving Device (Sample: 1 Sample)	Applicant / Client	



Remarks:

1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing.
2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form.
3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement.
4. Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors).
5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes.
6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes:
 - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued.
 - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued.
 - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable.
7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.
8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26-03 Energy Performance Testing of Clothes Washing Machines with Energy Saving Device through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s).	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD26-03 Energy Performance Testing of Clothes Washing Machines with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System 2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.	None	26 minute/s 26 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Clothes Washing Machines with Energy Saving Device: PHP 42800	2 hour/s	Collection Officer; Treasury Division (TD)



Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.	Total: PHP 42800	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request		13 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II /



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 21 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 42800		



114. ERTLS-LATD13 Energy Performance Testing of Television Sets (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)																				
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders																				
Operating Hours:	7:00 AM - 4:00 PM																				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Working electronic mail account (Sample: 1 email account)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account. </td></tr> <tr> <td>2. Electronic Signature (Sample: 1 Electronic Signature)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG). </td></tr> <tr> <td>3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the television set to be tested 2. Front view of the television set to be tested 3. Name plate rating of the television set to be tested 4. Serial number of the television set to be tested </td></tr> <tr> <td>4. Working/Functional Television Set (Sample: 1 Sample)</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client	Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the television set to be tested 2. Front view of the television set to be tested 3. Name plate rating of the television set to be tested 4. Serial number of the television set to be tested		4. Working/Functional Television Set (Sample: 1 Sample)	Applicant / Client	Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
For Standard Requirement																					
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4. Working/Functional Television Set (Sample: 1 Sample)	Applicant / Client																				
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8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27 Energy Performance Testing of Television Sets (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27 Energy Performance Testing of Television Sets (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Television Sets: PHP 4700 Total: PHP 4700	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 4700		



115. ERTLS-LATD13-01 Energy Performance Testing of Television Sets (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the television set to be tested 2. Front view of the television set to be tested 3. Name plate rating of the television set to be tested 4. Serial number of the television set to be tested	
4. Working/Functional Television Set/s (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.	



8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27-01 Energy Performance Testing of Television Sets (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27-01 Energy Performance Testing of Television Sets (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Television Sets: PHP 4700 Total: PHP 4700 Possible Fees Breakdown: Testing of two samples of Television Sets: PHP 9400	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 6 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: PHP 4700 See other fees below

Possible Fees

- Testing of two samples of Television Sets : 9400



116. ERTLS-LATD13-02 Energy Performance Testing of Television Sets (For 5 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the television set to be tested 2. Front view of the television set to be tested 3. Name plate rating of the television set to be tested 4. Serial number of the television set to be tested	
4. Working/Functional Television Set/s (Sample: 5 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it.	



8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27-02 Energy Performance Testing of Television Sets (For 5 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



submit a new request once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27-02 Energy Performance Testing of Television Sets (For 5 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Television Sets: PHP 4700 Total: PHP 4700 Possible Fees Breakdown: Testing of five samples of television sets: PHP 23500	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4	5.1. Receive the test sample(s).	None	2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	5 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 10 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: PHP 4700 See other fees below

Possible Fees

- Testing of five samples of television sets : 23500



117. ERTLS-LATD13-03 Energy Performance Testing of Television Sets with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the television set to be tested 2. Front view of the television set to be tested 3. Name plate rating of the television set to be tested 4. Serial number of the television set to be tested	
4. Working/Functional Television Set with Energy Saving Device (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27-03 Energy Performance Testing of Television Sets with Energy Saving Device through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD27-03 Energy Performance Testing of Television Sets with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Television Sets with Energy Saving Device: PHP 9400 Total: PHP 9400	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 9400		



118. ERTLS-LATD14 Energy Performance Testing of Cooking Stoves (For 1 Sample) through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client	
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.		
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client	
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).		
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client	
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the cooking stove to be tested 2. Front view of the cooking stove to be tested 3. Name plate rating of the cooking stove to be tested 4. Serial number of the cooking stove to be tested		
4. Working/Functional Cooking Stove (Sample: 1 Sample)	Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD28 Energy Performance Testing of Cooking Stoves (For 1 Sample) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD28 Energy Performance Testing of Cooking Stoves (For 1 Sample) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Cooking Stove: PHP 6500 Total: PHP 6500	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested.	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	1 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 6500		



119. ERTLS-LATD14-01 Energy Performance Testing of Cooking Stoves (For 2 Samples) through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the cooking stoves to be tested 2. Front view of the cooking stoves to be tested 3. Name plate rating of the cooking stoves to be tested 4. Serial number of the cooking stoves to be tested	
4. Working/Functional Cooking Stoves (Sample: 2 Sample/s)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD28-01 Energy Performance Testing of Cooking Stoves (For 2 Samples) through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request once they have rectified	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD28-01 Energy Performance Testing of Cooking Stoves (For 2 Samples) through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Cooking Stove: PHP 6500 Total: PHP 6500	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.	Possible Fees Breakdown: Testing of two samples of Cooking Stove: PHP 13000	2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4 according to the type of testing service requested.	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.

Total Processing Time:	Working Days: 7 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: PHP 6500 See other fees below

Possible Fees

- Testing of two samples of Cooking Stove : 13000



120. ERTLS-LATD14-02 Energy Performance Testing of Cooking Stoves with Energy Saving Device through Energy Research and Testing Laboratory Services - Online Services Management System

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Division (LATD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders
Operating Hours:	7:00 AM - 4:00 PM
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Working electronic mail account (Sample: 1 email account)	Applicant / Client
Remarks: Electronic mail account is necessary for one-time registration to Energy Research and Testing Laboratory Services - Online Services Management System account.	
2. Electronic Signature (Sample: 1 Electronic Signature)	Applicant / Client
Remarks: Electronic signature is necessary for one-time registration in Energy Research and Testing Laboratory Services - Online Services Management System. Electronic signature should be in format of Portable Network Graphic (PNG).	
3. Photographs of the test sample/s to be tested (Sample: 4 Photographs)	Applicant / Client
Remarks: Please upload the following photographs in Energy Research and Testing Laboratory Services - Online Services Management System: 1. Front view of the box of the cooking stove to be tested 2. Front view of the cooking stove to be tested 3. Name plate rating of the cooking stove to be tested 4. Serial number of the cooking stove to be tested	
4. Working/Functional Cooking Stove with Energy Saving Device (Sample: 1 Sample)	Applicant / Client
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register to Energy Research and Testing Laboratory Services – Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Client registers to Energy Research and Testing Laboratory Services – Online Services Management System only once. 2. If the client is already registered, skip this step, and proceed to client step no. 2. 3. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD28-02 Energy Performance Testing of Cooking Stoves with Energy Saving Device through Manual Processing". 4. For special cases of testing/calibration, clients may prefer to call beforehand to check if Lighting and Appliance Testing Division can render the service. Client may also bring the test/calibration sample for walk-in application but will also be instructed to register and request service through Energy Research and Testing Laboratory Services – Online Services Management System. 5. When a client brings their sample(s) for walk-in application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, Lighting and Appliance Testing Division - Lighting and Other Electrical Devices Section will reject the service request. The client may submit a new request	1.1. Assist client in registration to Energy Research and Testing Laboratory Services – Online Services Management System.	None	26 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review and approve the Client Registration		26 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



once they have rectified and resubmitted the defective sample(s).				
2. Request testing service by filling-out service request form through Energy Research and Testing Laboratory Services-Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: 1. Upload photos or videos of the sample to be tested. 2. If Energy Research and Testing Laboratory Services - Online Services Management System is not working (i.e., system malfunction, server down, etc.), Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests. Please refer to "ERTLS-LATD28-02 Energy Performance Testing of Cooking Stoves with Energy Saving Device through Manual Processing".	2.1. Receive the request of the client through Energy Research and Testing Laboratory Services-Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. Energy Research and Testing Laboratory Services-Online Services Management System will notify the client to request for order of payment.		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Request for Order of Payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/	3.1. Receive the request for Order of Payment from client through Energy Research and Testing Laboratory Services - Online Services Management System	None	26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)		26 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Approve the Billing Statement		26 minute/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.4. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment and send it to the client's email.		30 minute/s	• Accounting Division Staff; Accounting Division (AD)
	3.5. Receive Order of Payment from Accounting Division. Lighting and Appliance Testing Division confirms receipt of Order of Payment by uploading it to Energy Research and Testing Laboratory Services - Online Services Management System (This will trigger the system to continue to the next step).		28 minute/s	• Senior Science Research Specialist / Supervising Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank. Upload the proof of payment through Energy Research and Testing Laboratory Services - Online Services Management System Location: https://ertls-osms.doe.gov.ph/ Notes/Instruction: Client will proceed to the next step once fees are paid.	4.1. Verify client's payment through Energy Research and Testing Laboratory Services - Online Services Management System	Standard Fees Breakdown: Testing of Cooking Stove with Energy Saving Device: PHP 13000 Total: PHP 13000	2 hour/s	• Collection Officer; Treasury Division (TD)
	4.2. Approve the service request. Lighting and Appliance Testing Division will wait for the test sample to arrive at Appliance and Equipment Section.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
5. Bring/send test sample to Department of Energy - Lighting and Appliance Testing Division - Appliance and Equipment Section. Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 4	5.1. Receive the test sample(s).	None	2 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Monitor the request through Energy Research and Testing Laboratory Services - Online Services Management System or wait for Lighting and Appliance Testing Division's advice/notice for the issuance / releasing of Test Report/s. The client may also call Lighting and Appliance Testing Division for updates on the status of service. 7. Fill out customer satisfaction form and download the test report and transmittal letter in Energy Research and Testing Laboratory Services - Online Services Management System. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Appliance Testing Division (LATD)
	5.2. Process the request through Energy Research and Testing Laboratory Services - Online Services Management System and indicate date of start of testing and the expected end date of the service	2 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.3. Conduct the Test Request	1 working day/s, 4 hour/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	5.4. Prepare the test report/s and transmittal letter.	2 working day/s Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;; Lighting and Appliance Testing Division (LATD)
	5.5. Review and Approve Test Report/s, and review transmittal letter	1 working day/s Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



	5.6. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	5.7. Upload test report and transmittal letter to Energy Research and Testing Laboratory Services - Online Services Management System. Client will be notified in the Energy Research and Testing Laboratory Services - Online Services Management System once the test report and transmittal letter are ready for download		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
After one-time registration and submission of service request to Energy Research and Testing Laboratory Services - Online Services Management System, client shall upload proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 13000		



121. ERTLS-LATD15 Inspection of Generic Models / Exempted Products for Air Conditioners (for 1 to 5 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Air conditioner generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s	3.1. Verify client's payment	Formula Fees Breakdown:	2 hour/s	Collection Officer; Treasury Division (TD)



to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.		Test Samples and Fees Table		
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - After paying of fees, client may go home and wait for the completion of service. - Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. - The client is responsible for logistic arrangements and fees. - Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



			Lighting and Appliance Testing Division (LATD)
4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.6. Review and sign the transmittal letter.		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 5 working day/s	
Total Processing Fee:		Total Standard Fee: None See other fees below	



Formula / Schedule of Fees

- **Test Samples and Fees Table**

Samples

Fees

Inspection fee per sample of air conditioner

Php 600.00/ sample

Total inspection fee for five samples of air conditioners

Php 3,000.00



122. ERTLS-LATD15-01 Inspection of Generic Models / Exempted Products for Air Conditioners (for 6 to 10 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Air conditioner generic model (Sample: 6-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s	3.1. Verify client's payment	Formula Fees Breakdown:	2 hour/s	Collection Officer; Treasury Division (TD)



to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.		Test Samples and Fees Table		
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - After paying of fees, client may go home and wait for the completion of service. - Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. - The client is responsible for logistic arrangements and fees. - Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



			Lighting and Appliance Testing Division (LATD)
4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.6. Review and sign the transmittal letter.		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 6 working day/s	
Total Processing Fee:		Total Standard Fee: None See other fees below	



Formula / Schedule of Fees

- **Test Samples and Fees Table**

Samples

Fees

Total inspection fee for six samples of air conditioners

Php 3,600.00

Total inspection fee for ten samples of air conditioners

Php 6,000.00



123. ERTLS-LATD16 Inspection of Generic Models / Exempted Products for Refrigerating Appliances (for 1 to 5 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Refrigerating appliance generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s	3.1. Verify client's payment	Formula Fees Breakdown:	2 hour/s	Collection Officer; Treasury Division (TD)



to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.		Test Samples and Fees Table		
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. After paying of fees, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. 3. The client is responsible for logistic arrangements and fees. 4. Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



			Lighting and Appliance Testing Division (LATD)
4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.6. Review and sign the transmittal letter.		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 5 working day/s	
Total Processing Fee:		Total Standard Fee: None See other fees below	



Formula / Schedule of Fees

- **Test Samples and Fees Table**

Samples

Fees

Inspection fee per sample of refrigerating appliances

Php 600.00/ sample

Total inspection fee for five samples of refrigerating appliances

Php 3,000.00



124. ERTLS-LATD16-01 Inspection of Generic Models / Exempted Products for Refrigerating Appliances (for 6 to 10 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Refrigerating appliance generic model (Sample: 6-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s	3.1. Verify client's payment	Formula Fees Breakdown:	2 hour/s	Collection Officer; Treasury Division (TD)



to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.		Test Samples and Fees Table		
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. After paying of fees, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. 3. The client is responsible for logistic arrangements and fees. 4. Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



			Lighting and Appliance Testing Division (LATD)
4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.6. Review and sign the transmittal letter.		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 6 working day/s	
Total Processing Fee:		Total Standard Fee: None	
		See other fees below	



Formula / Schedule of Fees

- **Test Samples and Fees Table**

Samples

Fees

Total inspection fee for six samples of refrigerating appliances

Php 3,600.00

Total inspection fee for ten samples of refrigerating appliances

Php 6,000.00



125. ERTLS-LATD17 Inspection of Generic Models / Exempted Products for Clothes Washing Machines (for 1 to 5 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Clothes washing machine generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s	3.1. Verify client's payment	Formula Fees Breakdown:	2 hour/s	Collection Officer; Treasury Division (TD)



to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.		Test Samples and Fees Table		
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - After paying of fees, client may go home and wait for the completion of service. - Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. - The client is responsible for logistic arrangements and fees. - Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



			Lighting and Appliance Testing Division (LATD)
4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.6. Review and sign the transmittal letter.		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 5 working day/s	
Total Processing Fee:		Total Standard Fee: None See other fees below	



Formula / Schedule of Fees

- **Test Samples and Fees Table**

Samples

Fees

Inspection fee per sample of clothes washing machine

Php 600.00/ sample

Total inspection fee for five samples of clothes washing machines

Php 3,000.00



126. ERTLS-LATD17-01 Inspection of Generic Models / Exempted Products for Clothes Washing Machines (for 6 to 10 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Applicant / Client	
<i>Remarks:</i> Client shall completely fill out the Service Request Form (SRF).				
2. Clothes washing machine generic model (Sample: 6-10 Sample/s)			Applicant / Client	
<i>Remarks:</i> 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction:	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. After paying of fees, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. 3. The client is responsible for logistic arrangements and fees. 4. Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products.		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.6. Review and sign the transmittal letter.		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples			Fees	
Total inspection fee for six samples of clothes washing machines			Php 3,600.00	
Total inspection fee for ten samples of clothes washing machines			Php 6,000.00	



127. ERTLS-LATD18 Inspection of Generic Models / Exempted Products for Television Sets (for 1 to 5 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Television set generic model (Sample: 1-5 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s	3.1. Verify client's payment	Formula Fees Breakdown:	2 hour/s	Collection Officer; Treasury Division (TD)



to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.		Test Samples and Fees Table		
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - After paying of fees, client may go home and wait for the completion of service. - Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. - The client is responsible for logistic arrangements and fees. - Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products		2 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



			Lighting and Appliance Testing Division (LATD)
4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4.6. Review and sign the transmittal letter.		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 5 working day/s	
Total Processing Fee:		Total Standard Fee: None See other fees below	



Formula / Schedule of Fees

- **Test Samples and Fees Table**

Samples

Fees

Inspection fee per sample of television set

Php 600.00/ sample

Total inspection fee for five samples of television sets

Php 3,000.00



128. ERTLS-LATD18-01 Inspection of Generic Models / Exempted Products for Television Sets (for 6 to 10 Samples) through Manual Processing

ISO 9001:2015 Certified

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of inspection requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Applicant / Client	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Television set generic model (Sample: 6-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the sample during inspection. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of inspection sample/instrument submitted when found to be faulty/defective during inspection. The item will be rejected and returned to the customer for replacement.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction:	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
4. Submit/bring/send the inspection sample/s to be inspected to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. After paying of fees, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the inspection report is ready for pick up. 3. The client is responsible for logistic arrangements and fees. 4. Claim/retrieve the inspection sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. 5.	4.1. Conduct inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected	None	1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Compare generic model to its base model by conducting physical inspection to the actual base model brought by the client. If the sample is requested for inspection of exempted products, Appliance and Equipment Section verify the sample if it is exempted or not.		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Finalize the inspection report. Either generic model is the same as its base model or not, Appliance and Equipment section ensures that the client signed and conformed the inspection form. The same applies with exempted products.		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.6. Review and sign the transmittal letter.		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.7. Prepare receiving copy of inspection report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples			Fees	
Total inspection fee for six samples of television sets			Php 3,600.00	
Total inspection fee for ten samples of television sets			Php 6,000.00	



129. ERTLS-LATD19 Calibration of Electrical Instruments for External Customers (for 1 to 5 Calibration Points per Parameter - AC/DC Voltage, AC/DC Current and Resistance) through Manual Processing

ISO 9001:2015 Ceerified

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A AC/DC and Resistance up to 10GΩ.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy	Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division			
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)	Applicant / Client			
Remarks: - Calibration items accepted by Lighting and Appliance Testing Division are the following: Digital Power Meters (Single Phase), Digital Multimeters, AC/DC Voltmeters, AC/DC Ammeters, Ohmmeters, Resistors and Clamp Meters - Lighting and Appliance Testing Division shall accept one calibration item per service request. - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. - Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. - Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. - If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used. - The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. - After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following frames: - First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable. - Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submit/bring/send the calibration sample to Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section for visual inspection and checking Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment. 2. The client is responsible for logistic arrangements and fees.	1. Conduct physical inspection and functionality check to calibration sample	None	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Fill out service request form Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request form		40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



				Appliance Testing Division (LATD)
3. Request for Order of Payment Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	3.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction:	4.1. Verify client's payment	Formula Fees Breakdown: Calibration Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Conduct Calibration (Default request is 5 points per parameter)		1 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science



1. After paying of fees, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the calibration certificate is ready for pick up. 3. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Prepare calibration certificate	1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.6. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.7. Prepare receiving copy or calibration certificate and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)																														
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.																																		
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s																																
Total Processing Fee:		Total Standard Fee: None																																
		See other fees below																																
Formula / Schedule of Fees Calibration Samples and Fees Table <table border="0"> <thead> <tr> <th>Samples</th> <th>Fees</th> </tr> </thead> <tbody> <tr> <td>Calibration of Digital Power Meter (DPM)</td> <td>Php 4,900.00</td> </tr> <tr> <td>Calibration of each additional point for DPM</td> <td>Php 350.00</td> </tr> <tr> <td>Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution</td> <td>Php 3,250.00 (5 points per parameter)</td> </tr> <tr> <td>Calibration of each additional point for DMM</td> <td>Php 200.00</td> </tr> <tr> <td>Calibration of AC/DC Voltmeters</td> <td>Php 1,950.00</td> </tr> <tr> <td>Calibration of each additional point for AC/DC Voltmeters</td> <td>Php 390.00</td> </tr> <tr> <td>Calibration of AC/DC Ammeters</td> <td>Php 2,100.00</td> </tr> <tr> <td>Calibration of each additional point for AC/DC Ammeters</td> <td>Php 420.00</td> </tr> <tr> <td>Calibration of Ohmmeter</td> <td>Php 1,950.00</td> </tr> <tr> <td>Calibration of each additional point for Ohmmeter</td> <td>Php 390.00</td> </tr> <tr> <td>Calibration of Resistors</td> <td>Php 1,350.00</td> </tr> <tr> <td>Calibration of each additional point for Resistors</td> <td>Php 300.00</td> </tr> <tr> <td>Calibration of Clamp Meters</td> <td>Php 2,050.00</td> </tr> <tr> <td>Calibration of each additional point for Clamp Meter</td> <td>Php 410.00</td> </tr> </tbody> </table>					Samples	Fees	Calibration of Digital Power Meter (DPM)	Php 4,900.00	Calibration of each additional point for DPM	Php 350.00	Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution	Php 3,250.00 (5 points per parameter)	Calibration of each additional point for DMM	Php 200.00	Calibration of AC/DC Voltmeters	Php 1,950.00	Calibration of each additional point for AC/DC Voltmeters	Php 390.00	Calibration of AC/DC Ammeters	Php 2,100.00	Calibration of each additional point for AC/DC Ammeters	Php 420.00	Calibration of Ohmmeter	Php 1,950.00	Calibration of each additional point for Ohmmeter	Php 390.00	Calibration of Resistors	Php 1,350.00	Calibration of each additional point for Resistors	Php 300.00	Calibration of Clamp Meters	Php 2,050.00	Calibration of each additional point for Clamp Meter	Php 410.00
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130. ERTLS-LATD19-01 Calibration of Electrical Instruments for External Customers (for Additional Point) through Manual Processing

ISO 9001:2015 Certified

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Digital Power Meter up to 30KW; 2) Digital Multimeter up to 1000V AC/DC, 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC) and Resistance up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 3) AC/DC Voltmeters up to 1000V AC/DC; 4) AC/DC Ammeters up to 30A AC/DC (applied scope of accreditation is only up to 10A AC/DC); 5) Ohmmeters up to 10GΩ (applied scope of accreditation is only up to 100MΩ); 6) Resistors up to 10GΩ and; 7) Clamp Meters up to 1000V AC/DC, 30A AC/DC and Resistance up to 10GΩ.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)			Applicant / Client	
Remarks: - Calibration items accepted by Lighting and Appliance Testing Division are the following: Digital Power Meters (Single Phase), Digital Multimeters, AC/DC Voltmeters, AC/DC Ammeters, Ohmmeters, Resistors and Clamp Meters - Lighting and Appliance Testing Division shall accept one calibration item per service request. - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. - Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. - Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. - If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used. - The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. - After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following frames: - First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable. - Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submit/bring/send the calibration sample to Lighting and Appliance Testing Division - Calibration/Instrumentation and Control Section for visual inspection and checking Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment. 2. The client is responsible for logistic arrangements and fees.	1. Conduct physical inspection and functionality check to calibration sample	None	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Fill out service request form Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request form		40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



				Appliance Testing Division (LATD)
3. Request for Order of Payment Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	3.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction:	4.1. Verify client's payment	Possible Fees Breakdown: Calibration of Digital Power Meter (DPM) with additional 10 calibration points: PHP 8400 Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution with additional 10 calibration points: PHP 5250	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Conduct Calibration (Request for Additional Point)		1 working day/s, 5 hour/s	Laboratory Technician II / Science Research Analyst / Science



1. After paying of fees, client may go home and wait for the completion of service. 2. Lighting and Appliance Testing Division will inform the client if the calibration certificate is ready for pick up. 3. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Calibration of AC/DC Voltmeters with additional 10 calibration points: PHP 5850 Calibration of AC/DC Ammeters with additional 10 calibration points: PHP 6300 Calibration of Ohmmeter with additional 10 calibration points: PHP 5850		Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Compute for measurement uncertainty	Calibration of Resistors with additional 10 calibration points: PHP 4350 Calibration of Clamp Meters with additional 10 calibration points: PHP 6150 Formula Fees Breakdown: Calibration Samples and Fees Table	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Prepare calibration certificate		1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.6. Review and approve calibration certificate		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist ; Lighting and Appliance Testing Division (LATD)
	4.7. Prepare receiving copy or calibration certificate and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



			Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)																																
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.																																			
Total Processing Time:		Working Days: 6 working day/s, 5 hour/s																																	
Total Processing Fee:		Total Standard Fee: None See other fees below																																	
Possible Fees - Calibration of Digital Power Meter (DPM) with additional 10 calibration points : 8400 - Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution with additional 10 calibration points : 5250 - Calibration of AC/DC Voltmeters with additional 10 calibration points : 5850 - Calibration of AC/DC Ammeters with additional 10 calibration points : 6300 - Calibration of Ohmmeter with additional 10 calibration points : 5850 - Calibration of Resistors with additional 10 calibration points : 4350 - Calibration of Clamp Meters with additional 10 calibration points : 6150																																			
Formula / Schedule of Fees <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;">Calibration Samples and Fees Table</th> <th style="text-align: left; width: 30%;">Fees</th> </tr> </thead> <tbody> <tr> <td>Samples</td> <td></td> </tr> <tr> <td>Calibration of Digital Power Meter (DPM)</td> <td>Php 4,900.00</td> </tr> <tr> <td>Calibration of each additional point for DPM</td> <td>Php 350.00</td> </tr> <tr> <td>Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution</td> <td>Php 3,250.00 (5 points per parameter)</td> </tr> <tr> <td>Calibration of each additional point for DMM</td> <td>Php 200.00</td> </tr> <tr> <td>Calibration of AC/DC Voltmeters</td> <td>Php 1,950.00</td> </tr> <tr> <td>Calibration of each additional point for AC/DC Voltmeters</td> <td>Php 390.00</td> </tr> <tr> <td>Calibration of AC/DC Ammeters</td> <td>Php 2,100.00</td> </tr> <tr> <td>Calibration of each additional point for AC/DC Ammeters</td> <td>Php 420.00</td> </tr> <tr> <td>Calibration of Ohmmeter</td> <td>Php 1,950.00</td> </tr> <tr> <td>Calibration of each additional point for Ohmmeter</td> <td>Php 390.00</td> </tr> <tr> <td>Calibration of Resistors</td> <td>Php 1,350.00</td> </tr> <tr> <td>Calibration of each additional point for Resistors</td> <td>Php 300.00</td> </tr> <tr> <td>Calibration of Clamp Meters</td> <td>Php 2,050.00</td> </tr> <tr> <td>Calibration of each additional point for Clamp Meter</td> <td>Php 410.00</td> </tr> </tbody> </table>				Calibration Samples and Fees Table	Fees	Samples		Calibration of Digital Power Meter (DPM)	Php 4,900.00	Calibration of each additional point for DPM	Php 350.00	Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution	Php 3,250.00 (5 points per parameter)	Calibration of each additional point for DMM	Php 200.00	Calibration of AC/DC Voltmeters	Php 1,950.00	Calibration of each additional point for AC/DC Voltmeters	Php 390.00	Calibration of AC/DC Ammeters	Php 2,100.00	Calibration of each additional point for AC/DC Ammeters	Php 420.00	Calibration of Ohmmeter	Php 1,950.00	Calibration of each additional point for Ohmmeter	Php 390.00	Calibration of Resistors	Php 1,350.00	Calibration of each additional point for Resistors	Php 300.00	Calibration of Clamp Meters	Php 2,050.00	Calibration of each additional point for Clamp Meter	Php 410.00
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131. ERTLS-LATD20 Calibration of Temperature Instruments for External Customers for (1 to 5 Calibration Points) through Manual Processing

ISO 9001:2015 Certified

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Platinum Resistance Thermometers (-10°C to 420°C); 2) Liquid-in-Glass Thermometers (80°C to 150°C); 3) Digital/Bi-metal Thermometers/RTD/Thermocouples (-24° to 420°C).

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)			Applicant / Client	
Remarks: - Calibration items accepted by Lighting and Appliance Testing Division are the following: Platinum Resistance Thermometers (PRT), Liquid-in-Glass (LIG) Thermometers, and Digital/Bi-metal Thermometers/RTD/Thermocouples. - Lighting and Appliance Testing Division shall accept one calibration item per service request. - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. - Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. - Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. - If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used. - The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. - After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following timeframes: - First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable. - Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit/bring/send the calibration sample to Lighting	1. Conduct physical inspection and functionality check to	None	4 hour/s	• Laboratory Technician II /



and Appliance Testing Division - Calibration/Instrumentation and Control Section for visual inspection and checking Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment. 2. The client is responsible for logistic arrangements and fees.	calibration sample			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Fill out service request form Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request form		40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



3. Request for Order of Payment Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	3.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: 1. After paying of fees, client may go home and wait for the completion of service.	4.1. Verify client's payment	Formula Fees Breakdown: Calibration Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Conduct Calibration (Default request is 5 points)		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



2. Lighting and Appliance Testing Division will inform the client if the calibration certificate is ready for pick up. 3. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Compute for measurement uncertainty	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Prepare calibration certificate	1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.6. Review and approve calibration certificate	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.7. Prepare receiving copy or calibration certificate and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)														
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.																		
Total Processing Time:		Working Days: 7 working day/s																
Total Processing Fee:		Total Standard Fee: None																
		See other fees below																
Formula / Schedule of Fees Calibration Samples and Fees Table <table border="0"> <thead> <tr> <th>Samples</th> <th>Fees</th> </tr> </thead> <tbody> <tr> <td>Calibration of Platinum Resistance Thermometer (PRT)</td> <td>Php 4,900.00</td> </tr> <tr> <td>Calibration of each additional temperature point for PRT</td> <td>Php 980.00</td> </tr> <tr> <td>Calibration of Liquid-in-Glass (LIG) Thermometer</td> <td>Php 1,650.00</td> </tr> <tr> <td>Calibration of each additional temperature point for Liquid-in-Glass (LIG)</td> <td>Php 600.00</td> </tr> <tr> <td>Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple</td> <td>Php 1,950.00</td> </tr> <tr> <td>Calibration of each additional temperature point for Digital / Bi-metal Thermometer / RTD / Thermocouple</td> <td>Php 390.00</td> </tr> </tbody> </table>					Samples	Fees	Calibration of Platinum Resistance Thermometer (PRT)	Php 4,900.00	Calibration of each additional temperature point for PRT	Php 980.00	Calibration of Liquid-in-Glass (LIG) Thermometer	Php 1,650.00	Calibration of each additional temperature point for Liquid-in-Glass (LIG)	Php 600.00	Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 1,950.00	Calibration of each additional temperature point for Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 390.00
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Calibration of Liquid-in-Glass (LIG) Thermometer	Php 1,650.00																	
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Calibration of each additional temperature point for Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 390.00																	



132. ERTLS-LATD20-01 Calibration of Temperature Instruments for External Customers (for Additional Point) through Manual Processing

ISO 9001:2015

Calibration work is conducted to accommodate external customers. Services offered are calibration of 1) Platinum Resistance Thermometers (-10°C to 420°C); 2) Liquid-in-Glass Thermometers (80°C to 150°C); 3) Digital/Bi-metal Thermometers/RTD/Thermocouples (-24° to 420°C).

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of calibration requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Private companies, industries, academe, government institutions, private citizens.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Calibration Sample (Sample: 1 Calibration Sample)			Applicant / Client	
Remarks: - Calibration items accepted by Lighting and Appliance Testing Division are the following: Platinum Resistance Thermometers (PRT), Liquid-in-Glass (LIG) Thermometers, and Digital/Bi-metal Thermometers/RTD/Thermocouples. - Lighting and Appliance Testing Division shall accept one calibration item per service request. - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the calibration sample during calibration. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of calibration samples when found to be faulty/defective during inspection/calibration. The calibration sample will be rejected and returned to the customer for replacement. - Range of calibrations is normally up to five (5) points per parameter. Additional points shall entail additional payment. - Calibration sample shall be clean must be clean and in good working condition and be accompanied by its operation and/or service manual if possible. - If the customer does not request calibration points, Lighting and Appliance Testing Division will refer to the manual/specification of the item to be calibrated. If all these are unavailable, calibration ranges provided on the updated version of European Association of National Metrology Institutes will be used. - The client shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the calibration sample to process necessary documents and passes. - After calibration, Lighting and Appliance Testing Division will issue notices to customers for claiming calibration items according to the following timeframes: - First Notice – Customer must claim the calibration items within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the calibration items within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed calibration items, as applicable. - Only calibration samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out calibration sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit/bring/send the calibration sample to Lighting	1. Conduct physical inspection and functionality check to	None	4 hour/s	• Laboratory Technician II /



and Appliance Testing Division - Calibration/Instrumentation and Control Section for visual inspection and checking Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, Lighting and Appliance Testing Division will not process the service request and decline from calibrating the equipment. 2. The client is responsible for logistic arrangements and fees.	calibration sample			Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Fill out service request form Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Review the service request form		40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



3. Request for Order of Payment Location: 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	3.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	3.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	3.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: 1. After paying of fees, client may go home and wait for the completion of service.	4.1. Verify client's payment	Possible Fees Breakdown: Calibration of Platinum Resistance Thermometer (PRT) with additional 10 calibration points: PHP 14700 Calibration of Liquid-in-Glass (LIG) Thermometer with additional 10 calibration points: PHP 7650 Calibration of Digital / Bi-metal	2 hour/s	Collection Officer; Treasury Division (TD)
	4.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Conduct Calibration (Request for Additional Point)		2 working day/s, 3 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



2. Lighting and Appliance Testing Division will inform the client if the calibration certificate is ready for pick up. 3. Claim/retrieve the calibrated equipment at Lighting Appliance Testing Division - Calibration/Instrumentation and Control Section 3rd Floor NPTL Bldg. Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.		Thermometer / RTD / Thermocouple with additional 10 calibration points: PHP 5850		Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Compute for measurement uncertainty	Formula Fees Breakdown: Calibration Samples and Fees Table	1 working day/s, 4 hour/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Prepare calibration certificate		1 working day/s	Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.6. Review and approve calibration certificate		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.7. Prepare receiving copy or calibration certificate and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)														
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.																		
Total Processing Time:		Working Days: 7 working day/s, 3 hour/s																
Total Processing Fee:		Total Standard Fee: None																
		See other fees below																
Possible Fees • Calibration of Platinum Resistance Thermometer (PRT) with additional 10 calibration points : 14700 • Calibration of Liquid-in-Glass (LIG) Thermometer with additional 10 calibration points : 7650 • Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple with additional 10 calibration points : 5850																		
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Calibration of each additional temperature point for Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 390.00																	



133. ERTLS-LATD21 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



134. ERTLS-LATD21-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Zero Ageing (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



135. ERTLS-LATD21-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		5 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	• Appliance Testing Division (LATD) Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 9 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



136. ERTLS-LATD21-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing

ISO 9001:2015

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		6 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 10 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



137. ERTLS-LATD21-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 30 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		30 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 34 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



138. ERTLS-LATD21-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		35 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 39 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



139. ERTLS-LATD21-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		20 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 24 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



140. ERTLS-LATD21-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		25 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 29 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



141. ERTLS-LATD21-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		111 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 115 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



142. ERTLS-LATD21-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		293 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 297 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



143. ERTLS-LATD21-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		701 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 705 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



144. ERTLS-LATD21-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		13 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 17 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



145. ERTLS-LATD21-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		15 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 19 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



146. ERTLS-LATD21-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		19 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 23 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



147. ERTLS-LATD21-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		27 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 31 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



148. ERTLS-LATD21-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Light Emitting Diode Lamps Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Corner 34th Street, Bonifacio Global City				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst



				/ Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 3 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform	4.1. Receive the test sample/s	None	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		52 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.			
Total Processing Time:		Working Days: 56 working day/s	
Total Processing Fee:		Total Standard Fee: None See other fees below	



Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



149. ERTLS-LATD21-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		176 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 180 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



150. ERTLS-LATD21-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		176 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 180 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



151. ERTLS-LATD21-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		270 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 274 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



152. ERTLS-LATD21-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



153. ERTLS-LATD21-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Sphere Photometry for Electrical Measurements (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



154. ERTLS-LATD21-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Sphere Photometer) through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Light Source with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System 2.2. Approve the Billing Statement 2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email. 2.4. Receive Order of Payment from Accounting Division.	None	40 minute/s 40 minute/s 40 minute/s 40 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Accounting Division Staff; Accounting Division (AD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				



Samples

Light Source - Performance Verification Test with and without Energy Saving Device using Sphere Photometry

Fees

Php 1,480.00

Light Source - Performance Verification Test with and without Energy Saving Device using Gonio Photometry

Php 23,200.00

Energy Saving Device Electrical Measurement Self Consumption Test

Php 440.00



155. ERTLS-LATD22 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



156. ERTLS-LATD22-01 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Zero Ageing (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



157. ERTLS-LATD22-02 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		5 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 9 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



158. ERTLS-LATD22-03 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Initial Rating Test with 100 Hours Ageing (For 2 Samples) through Manual Processing

USO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
<i>Remarks:</i> Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Sample/s)			Applicant / Client	
<i>Remarks:</i> - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		6 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 10 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



159. ERTLS-LATD22-04 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 30 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		30 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 34 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



160. ERTLS-LATD22-05 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 30 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-30 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		35 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 39 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



161. ERTLS-LATD22-06 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test Zero Aging (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy	Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division			
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)	Applicant / Client			
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		20 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 24 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



162. ERTLS-LATD22-07 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Fluorescent Lamps Initial Rating Test with 100 Hours Ageing (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		25 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 29 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



163. ERTLS-LATD22-08 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Hours Lumen Maintenance Test for Fluorescent Lamps Regardless of Rated Lamp Life (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		111 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 115 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



164. ERTLS-LATD22-09 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 6000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		293 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 297 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



165. ERTLS-LATD22-10 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Life Test for 15,000 Hours Rated Lamp Life of Fluorescent Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		701 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 705 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



166. ERTLS-LATD22-11 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (8,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		13 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 17 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



167. ERTLS-LATD22-12 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (15,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		15 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 19 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



168. ERTLS-LATD22-13 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (25,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		19 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 23 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



169. ERTLS-LATD22-14 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps (50,000 Rated Lamp Life) Endurance Test – Supply Switching Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		27 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 31 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



170. ERTLS-LATD22-15 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Light Emitting Diode Lamps 1,000 Burning Hours in Test Chamber (Regardless of Rated Lamp Life) Endurance Test – Temperature Cycling Test (Maximum Number of Sample is 10 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-10 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



Corner 34th Street, Bonifacio Global City				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst



				/ Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 3 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform	4.1. Receive the test sample/s	None	4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		52 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist;



the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 56 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		



Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



171. ERTLS-LATD22-16 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 2,000 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		176 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 180 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



172. ERTLS-LATD22-17 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 3,750 Burning Hours Light Emitting Diode Lamps Lumen Maintenance (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.			
	2.4. Receive Order of Payment from Accounting Division.			
			40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		176 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 180 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



173. ERTLS-LATD22-18 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for 6,000 Burning Hours Lumen Maintenance Test for Light Emitting Diode Lamps (Maximum Number of Sample is 20 per Request) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1-20 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		270 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



liable for any damage on test sample/s during logistics. 5. Wait for the completion of test service. 6. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.			Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Prepare the test report/s and transmittal letter.	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter	4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter	4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks			



Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 274 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



174. ERTLS-LATD22-19 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



175. ERTLS-LATD22-20 Energy Performance Testing of Omnidirectional/Non-Directional Light Sources Using Gonio Photometry for Electrical Measurements (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Omnidirectional/Non-Directional Light Source/s (Sample: 2 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



• **Test Samples and Fees Table**

Samples	Fees
Sphere Photometry	Php 740.00
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
LED lamps Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
LED lamps Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
LED lamps Initial Rating Test (zero ageing)	Php 22,200.00/Batch
10W-22W LED lamps Lumen Maintenance (3,750 hrs)	Php 23,050.00/Batch
23W-32W LED lamps Lumen Maintenance (3,750 hrs)	Php 26,800.00/Batch
33W-40W LED lamps Lumen Maintenance (3,750 hrs)	Php 29,800.00/Batch
40W-100W LED lamps Lumen Maintenance (3,750 hrs)	Php 52,300.00/Batch
100W-200W LED lamps Lumen Maintenance (3,750 hrs)	Php 89,800.00/Batch
10W-22W LED lamps Lumen Maintenance (6,000 hrs)	Php 28,000.00/Batch
23W-32W LED lamps Lumen Maintenance (6,000 hrs)	Php 34,000.00/Batch
33W-40W LED lamps Lumen Maintenance (6,000 hrs)	Php 38,800.00/Batch
40W-100W LED lamps Lumen Maintenance (6,000 hrs)	Php 74,800.00/Batch
100W-200W LED lamps Lumen Maintenance (6,000 hrs)	Php 134,800.00/Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Life Test (100 hrs)	Php 7,620.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



176. ERTLS-LATD22-21 Energy Performance Testing of Energy Saving Device (Omnidirectional/Nondirectional Lighting Load using Gonio Photometer) through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Light Source with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				



Samples

Light Source - Performance Verification Test with and without Energy Saving Device using Sphere Photometry

Fees

Php 1,480.00

Light Source - Performance Verification Test with and without Energy Saving Device using Gonio Photometry

Php 23,200.00

Energy Saving Device Electrical Measurement Self Consumption Test

Php 440.00



177. ERTLS-LATD23 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Directional Light Source/s (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



- **Test Samples and Fees Table**

Performance Test

Electrical and photometric characteristics of directional light sources

Electrical Measurements of Other Electrical Devices

Fees

Php 11,600.00/
Sample

Php 440.00/ Batch



178. ERTLS-LATD23-01 Energy Performance Testing of Directional Light Sources Using Gonio Photometry (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Directional Light Source/s (Sample: 2 Samples)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up.	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and



7. Claim/retrieve the sample at Lighting Appliance Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Appliance Testing Division (LATD) • Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



- **Test Samples and Fees Table**

Performance Test

Electrical and photometric characteristics of directional light sources

Electrical Measurements of Other Electrical Devices

Fees

Php 11,600.00/
Sample

Php 440.00/ Batch



179. ERTLS-LATD23-02 Energy Performance Testing of Energy Saving Device (Directional Lighting Load using Gonio Photometer) through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, lighting industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Light Source with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. A technical representative should be present during the submission of samples for the conduct of pre-testing inspection and evaluation. 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Lighting and other Electrical Devices Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Receive the test sample/s	None	4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Conduct the test request		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Lighting and other Electrical Devices Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and Approve Test Report/s, and prepares transmittal letter		4 hour/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.5. Review and sign the transmittal letter		4 hour/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.6. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
Test Samples and Fees Table				



Samples

Light Source - Performance Verification Test with and without Energy Saving Device using
Sphere Photometry

Fees

Php 1,480.00

Light Source - Performance Verification Test with and without Energy Saving Device using
Gonio Photometry

Php 23,200.00

Energy Saving Device Electrical Measurement Self Consumption Test

Php 440.00



180. ERTLS-LATD24 Energy Performance Testing of Air Conditioners for Fixed Speed (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Fixed Speed Air Conditioner (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. - For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). - All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



Corner 34th Street, Bonifacio Global City				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science



				Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Air Conditioner (Full load): PHP 12400 Total: PHP 12400	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - For split type air conditioner, the client shall bring their own technician.	4.1. Conduct the test request	None	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



6. Wait for the completion of test service. 7. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 12400		



181. ERTLS-LATD24-01 Energy Performance Testing of Air Conditioners for Fixed Speed (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Fixed Speed Air Conditioner (Sample: 2 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. - For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). - All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



Corner 34th Street, Bonifacio Global City				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science



				Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Air Conditioner (Full load): PHP 12400 Total: PHP 12400	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Possible Fees Breakdown: Testing of two samples of air conditioners (Full load): PHP 24800	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - For split type air conditioner, the client shall bring their own technician.	4.1. Conduct the test request	None	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



6. Wait for the completion of test service. 7. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 12400 See other fees below		
Possible Fees • Testing of two samples of air conditioners (Full load) : 24800				



182. ERTLS-LATD24-02 Energy Performance Testing of Air Conditioners for Fixed Speed with Energy Saving Device through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Fixed Speed Air Conditioner with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. - For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). - All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



Corner 34th Street, Bonifacio Global City				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science



				Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Air Conditioner (Full load) with Energy Saving Device: PHP 24800	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Total: PHP 24800	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - For split type air conditioner, the client shall bring their own technician.	4.1. Conduct the test request	None	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



6. Wait for the completion of test service. 7. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.				Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 24800		



183. ERTLS-LATD24-03 Energy Performance Testing of Air Conditioners for Variable Speed (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Variable Speed Air Conditioner (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. - For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). - All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



Corner 34th Street, Bonifacio Global City				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science



				Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - For split type air conditioner, the client shall bring their own technician.	4.1. Conduct the test request	Formula Fees Breakdown: Test Samples and Fees Table	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



6. Wait for the completion of test service. 7. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City				Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				
• Test Samples and Fees Table				
Samples		Fees		
Testing of Air Conditioner (Full Load)		Php 12,400.00/ sample		
Testing of Air Conditioner (Half Load)		Php 12,400.00/ sample		



184. ERTLS-LATD24-04 Energy Performance Testing of Air Conditioners for Variable Speed (For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Variable Speed Air Conditioner (Sample: 2 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. - For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). - All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive,	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research



Corner 34th Street, Bonifacio Global City				Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science



				Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Possible Fees Breakdown: Testing for two samples of air conditioner (Full load): PHP 24800 Testing for two samples of air conditioner (Half load): PHP 24800 Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	• Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	• Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: 1. Corresponding fees should have been paid already in step 3 according to the type of testing service requested. 2. Client shall ensure that the delivered test sample/s is working properly. 3. The client is responsible for logistic arrangements and fees. 4. Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. 5. For split type air conditioner, the client shall bring their own technician.	4.1. Conduct the test request	None	4 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research



6. Wait for the completion of test service. 7. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City				Specialist; Lighting and Appliance Testing Division (LATD)						
	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)						
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)						
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.										
Total Processing Time:		Working Days: 9 working day/s, 4 hour/s								
Total Processing Fee:		Total Standard Fee: None See other fees below								
Possible Fees • Testing for two samples of air conditioner (Full load) : 24800 • Testing for two samples of air conditioner (Half load) : 24800										
Formula / Schedule of Fees • Test Samples and Fees Table <table><tr><td>Samples</td><td>Fees</td></tr><tr><td>Testing of Air Conditioner (Full Load)</td><td>Php 12,400.00/ sample</td></tr><tr><td>Testing of Air Conditioner (Half Load)</td><td>Php 12,400.00/ sample</td></tr></table>					Samples	Fees	Testing of Air Conditioner (Full Load)	Php 12,400.00/ sample	Testing of Air Conditioner (Half Load)	Php 12,400.00/ sample
Samples	Fees									
Testing of Air Conditioner (Full Load)	Php 12,400.00/ sample									
Testing of Air Conditioner (Half Load)	Php 12,400.00/ sample									



185. ERTLS-LATD24-05 Energy Performance Testing of Air Conditioners for Variable Speed with Energy Saving Device through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Variable Speed Air Conditioner with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - For split-type air conditioners, the customer's authorized and qualified technicians shall install the units inside the facility in accordance with the manufacturer's instruction manual and PNS ISO 5151. - For special types of air conditioner, customers should provide necessary support material/equipment to be used in testing (e.g., support bars). - All technicians providing assistance to or representing customers shall log all tools and equipment they will bring inside the test facility. - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve		40 minute/s	Accounting Division Staff; Accounting Division (AD)



	Order of Payment send it to the client's email.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.4. Receive Order of Payment from Accounting Division.			
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for	4.1. Conduct the test request	None	4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



any damage on test sample/s during logistics. 5. For split type air conditioner, the client shall bring their own technician. 6. Wait for the completion of test service. 7. Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. 8. Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 9 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees • Test Samples and Fees Table Samples Testing of Air Conditioner (Full Load) with Energy Saving Device Testing of Air Conditioner (Half Load) with Energy Saving Device Fees Php 24,800.00/ sample Php 24,800.00/ sample				



186. ERTLS-LATD25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	22 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 27 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



187. ERTLS-LATD25-01 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	22 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 29 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



188. ERTLS-LATD25-02 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	22 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 27 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



189. ERTLS-LATD25-03 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System 2.2. Approve the Billing Statement 2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email. 2.4. Receive Order of Payment from Accounting Division.	None	40 minute/s 40 minute/s 40 minute/s 40 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Accounting Division Staff; Accounting Division (AD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	22 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 28 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



190. ERTLS-LATD25-04 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System 2.2. Approve the Billing Statement 2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email. 2.4. Receive Order of Payment from Accounting Division.	None	40 minute/s 40 minute/s 40 minute/s 40 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Accounting Division Staff; Accounting Division (AD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	45 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 52 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



191. ERTLS-LATD25-05 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System 2.2. Approve the Billing Statement 2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email. 2.4. Receive Order of Payment from Accounting Division.	None	40 minute/s 40 minute/s 40 minute/s 40 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Accounting Division Staff; Accounting Division (AD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	45 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 51 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



192. ERTLS-LATD25-06 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	11 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 15 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



193. ERTLS-LATD25-07 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	11 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 17 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



194. ERTLS-LATD25-08 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	11 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 15 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



195. ERTLS-LATD25-09 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 900:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: ◦ First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. ◦ Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. ◦ Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	11 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 16 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



196. ERTLS-LATD25-10 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	22 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 29 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



197. ERTLS-LATD25-11 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	22 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 28 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



198. ERTLS-LATD25-12 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 11 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



199. ERTLS-LATD25-13 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 13 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



200. ERTLS-LATD25-14 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 11 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



201. ERTLS-LATD25-15 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System 2.2. Approve the Billing Statement 2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email. 2.4. Receive Order of Payment from Accounting Division.	None	40 minute/s 40 minute/s 40 minute/s 40 minute/s	- Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD) - Accounting Division Staff; Accounting Division (AD) - Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 12 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



202. ERTLS-LATD25-16 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Samples)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	14 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 21 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



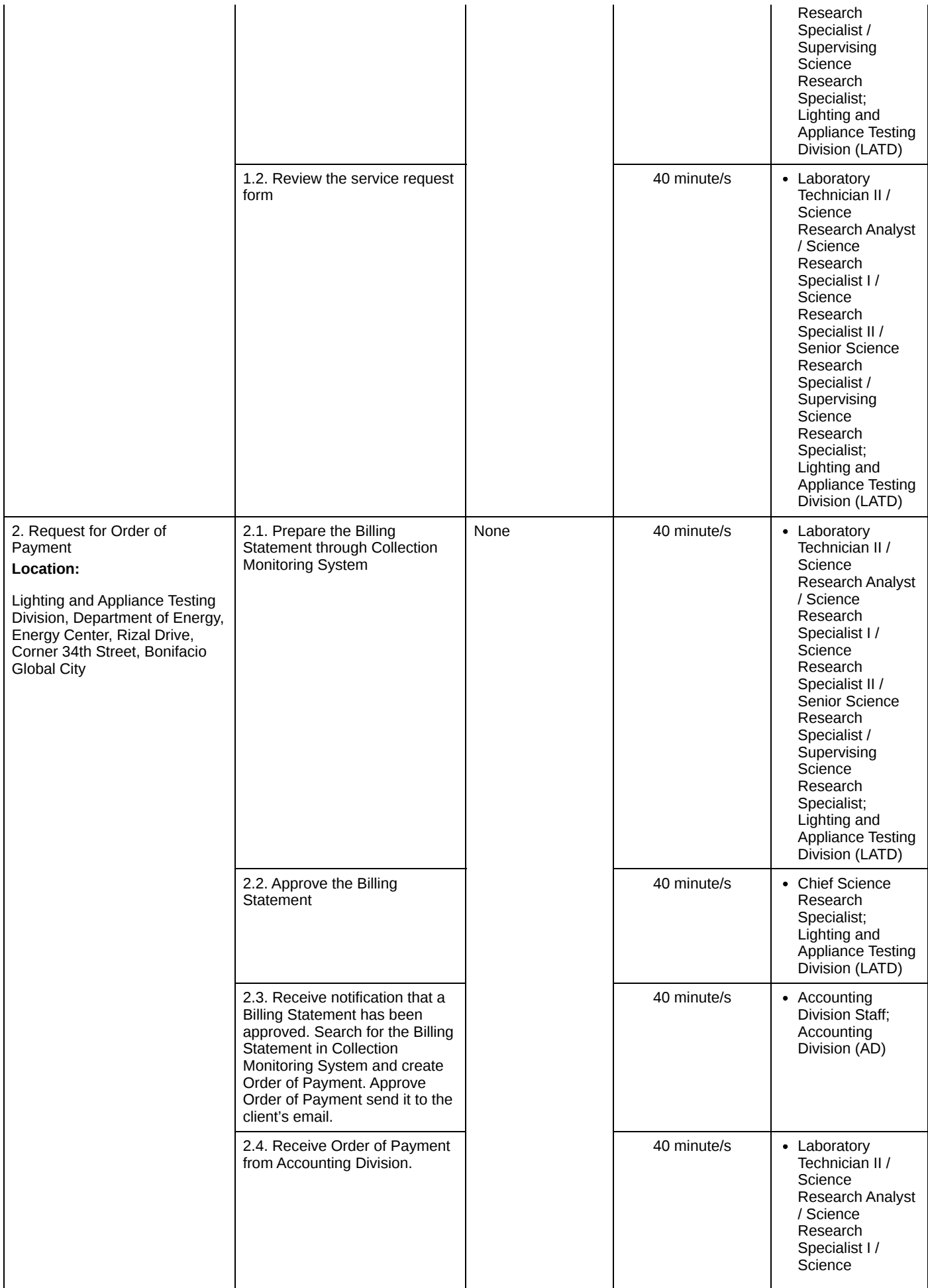
203. ERTLS-LATD25-17 Energy Performance Testing of Refrigerating Appliances for Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science





				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	14 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 20 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



204. ERTLS-LATD25-18 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 11 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



205. ERTLS-LATD25-19 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 13 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



206. ERTLS-LATD25-20 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 11 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



207. ERTLS-LATD25-21 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 12 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



208. ERTLS-LATD25-22 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	14 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 21 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



209. ERTLS-LATD25-23 Energy Performance Testing of Refrigerating Appliances for Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	14 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 20 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



210. ERTLS-LATD25-24 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	33 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 38 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



211. ERTLS-LATD25-25 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	33 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 40 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



212. ERTLS-LATD25-26 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	33 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 38 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



213. ERTLS-LATD25-27 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	33 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 39 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



214. ERTLS-LATD25-28 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	67 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 74 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



215. ERTLS-LATD25-29 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Samples)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	67 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 73 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



216. ERTLS-LATD25-30 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	40 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 45 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



217. ERTLS-LATD25-31 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	40 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 47 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



218. ERTLS-LATD25-32 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	40 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 45 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



219. ERTLS-LATD25-33 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	40 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 46 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



220. ERTLS-LATD25-34 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	81 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 88 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



221. ERTLS-LATD25-35 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	81 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 87 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



222. ERTLS-LATD25-36 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	47 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 52 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



223. ERTLS-LATD25-37 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	47 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 54 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



224. ERTLS-LATD25-38 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 1 Sample Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	47 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 52 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



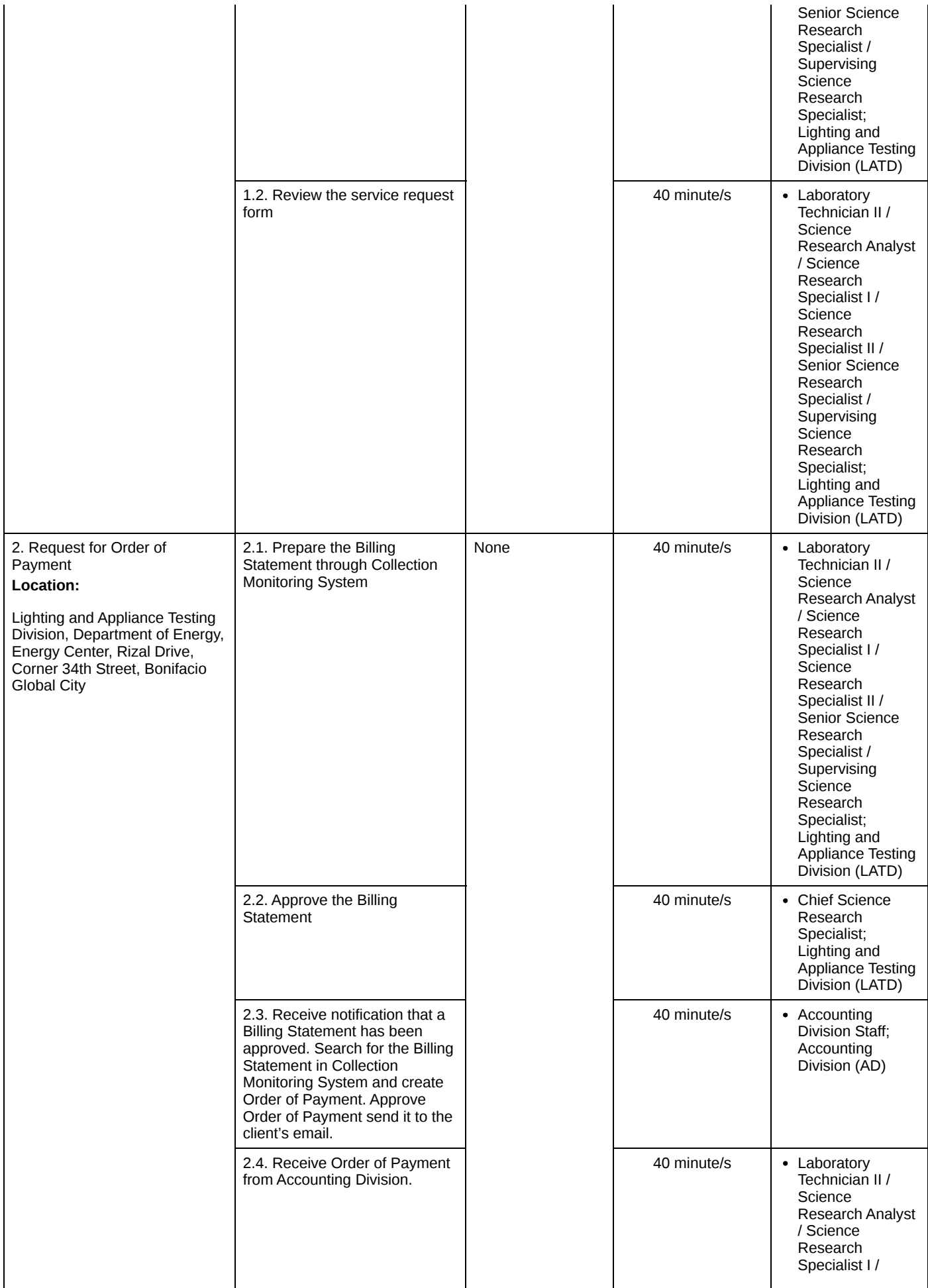
225. ERTLS-LATD25-39 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 2 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /





				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	47 working day/s, 4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 53 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



226. ERTLS-LATD25-40 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 4 Samples Below 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 4 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	95 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 102 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



227. ERTLS-LATD25-41 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing plus Storage Temperature Test plus Freezing Capacity Test plus Ice-Making Test (For 3 Samples Above 6 Cubic Feet) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance/s (Sample: 3 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	95 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		3 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 101 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples	Fees
Testing of Refrigerator – Complete Test	Php 24,000.00/ sample
Testing of Refrigerator – Partial Test	Php 14,200.00/ sample
Ice Making Test (Optional)	Php 10,000.00/ sample
Freezing Capacity (Optional)	Php 10,000.00/ sample



228. ERTLS-LATD25-42 Energy Performance Testing of Refrigerating Appliances for Energy Consumption Test and Load Processing with Energy Saving Device through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	45 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)

General Remarks

Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.

Total Processing Time:	Working Days: 50 working day/s, 4 hour/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Test Samples and Fees Table

Samples

Testing of Refrigerator – Complete Test with Energy Saving Device

Testing of Refrigerator – Partial Test with Energy Saving Device

Fees

Php 48,000.00/ sample

Php 28,400.00/ sample



229. ERTLS-LATD25-43 Energy Performance Testing of Refrigerating Appliances for Storage Temperature Test with Energy Saving Device through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Refrigerating Appliance with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Customer should submit volume calculation and related diagrams for the determination and verification of refrigerator volume 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



				Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Formula Fees Breakdown: Test Samples and Fees Table	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of	4.1. Conduct the test request	None	22 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares		1 working day/s	Senior Science Research



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	transmittal letter			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 27 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees • Test Samples and Fees Table				
Samples		Fees		
Testing of Refrigerator – Complete Test with Energy Saving Device		Php 48,000.00/ sample		
Testing of Refrigerator – Partial Test with Energy Saving Device		Php 28,400.00/ sample		



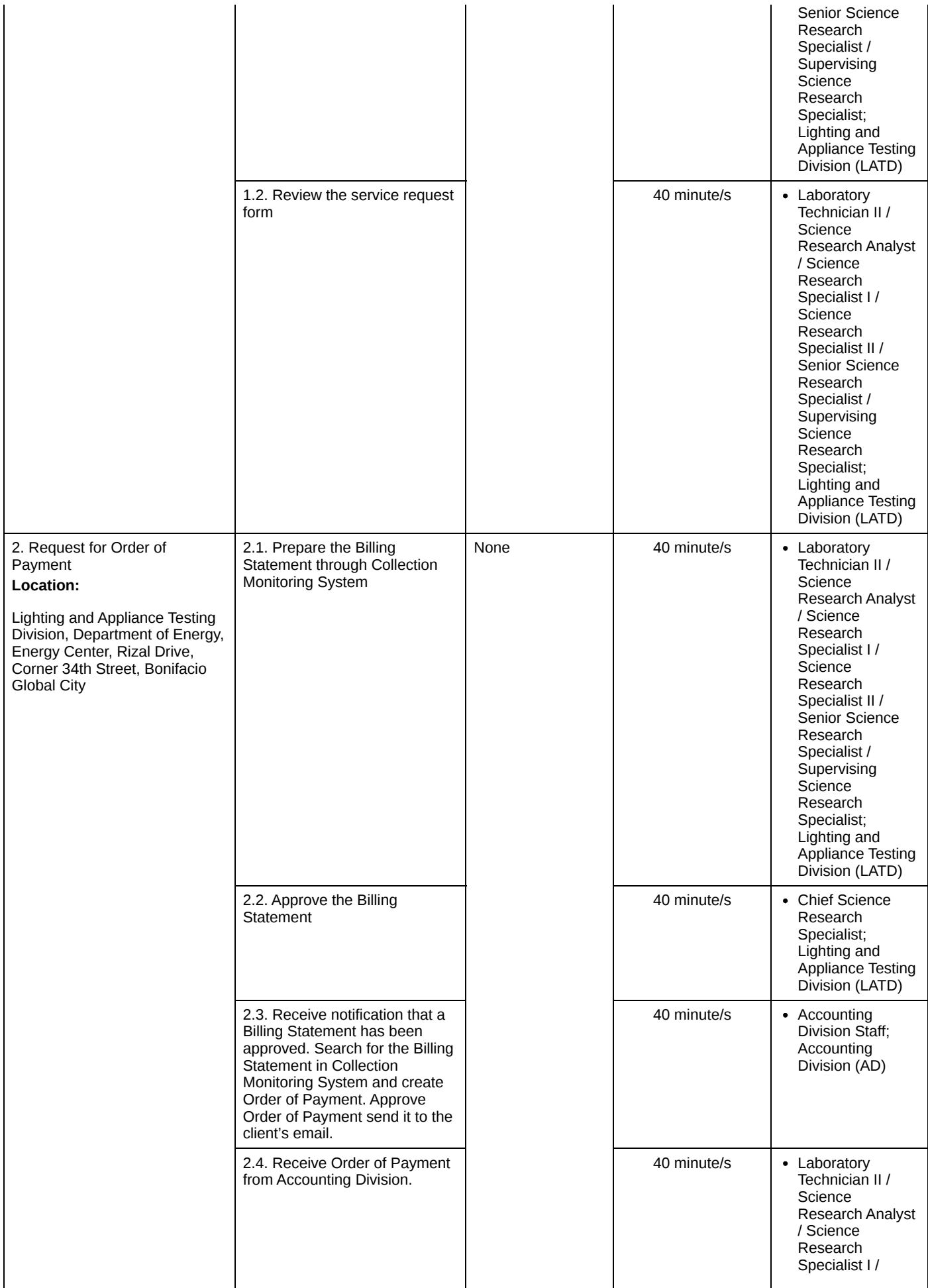
230. ERTLS-LATD26 Energy Performance Testing of Clothes Washing Machines (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Clothes Washing Machine (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /





				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Clothes Washing Machines: PHP 21400 Total: PHP 21400	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 12 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 21400		



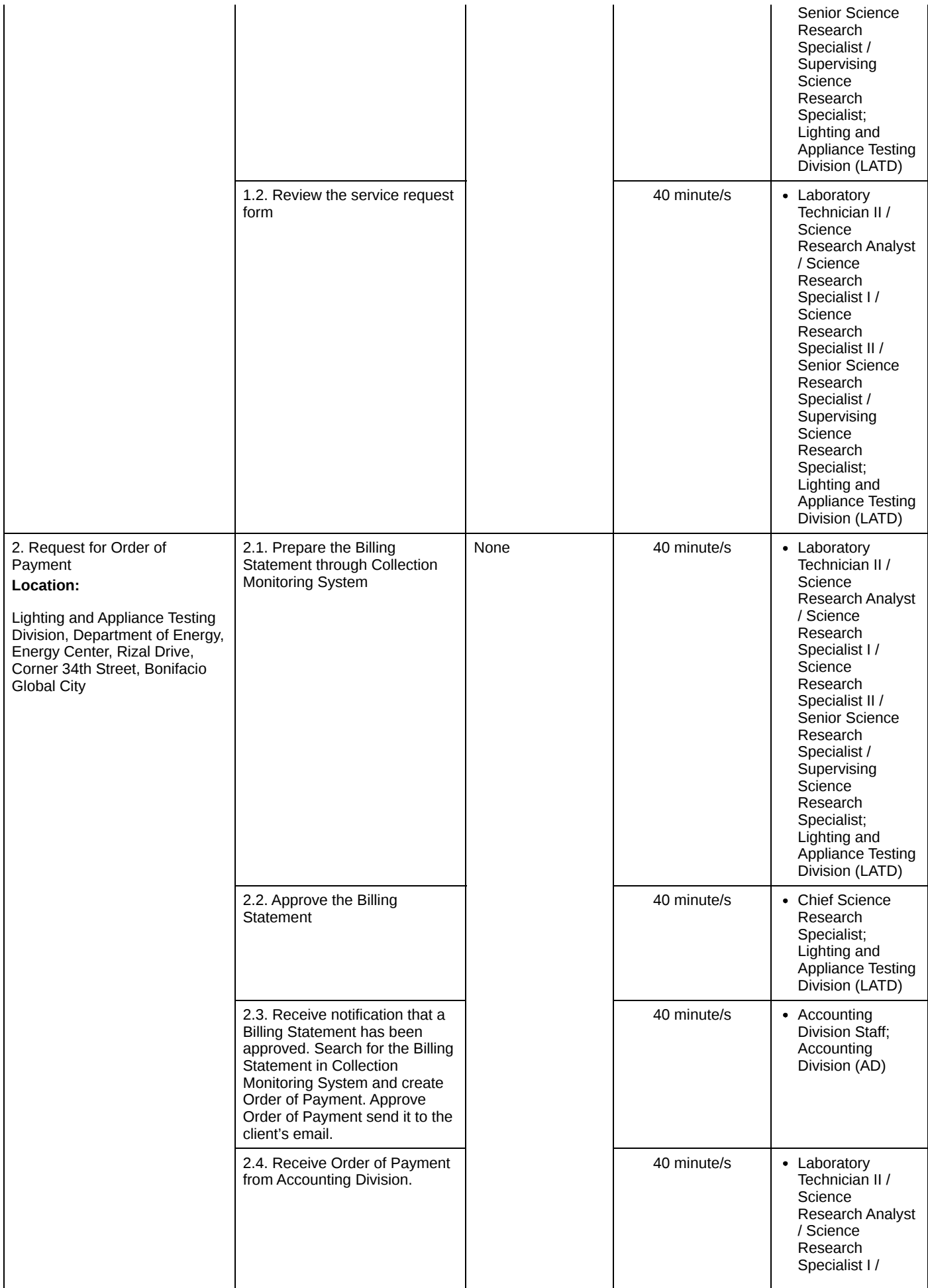
231. ERTLS-LATD26-01 Energy Performance Testing of Clothes Washing Machines(For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Clothes Washing Machine/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /





				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Clothes Washing Machines: PHP 21400 Total: PHP 21400	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Possible Fees Breakdown: Testing of two samples of Clothes Washing Machines: PHP 42800	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	7 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 14 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 21400 See other fees below		
Possible Fees Testing of two samples of Clothes Washing Machines : 42800				



232. ERTLS-LATD26-02 Energy Performance Testing of Clothes Washing Machines(For 5 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Clothes Washing Machine/s (Sample: 5 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I /



				Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Clothes Washing Machines: PHP 21400 Total: PHP 21400	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Possible Fees Breakdown: Testing of five samples of Clothes Washing Machines: PHP 107000	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance	4.1. Conduct the test request	None	14 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		10 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Testing Division - Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 27 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 21400 See other fees below		
Possible Fees Testing of five samples of Clothes Washing Machines : 107000				



233. ERTLS-LATD26-03 Energy Performance Testing of Clothes Washing Machines with Energy Saving Device through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Clothes Washing Machine with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should be complete with accessories and other peripherals (e.g., filters, inlet and drain hoses, connectors). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research



				Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research



				Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Clothes Washing Machines with Energy Saving Device: PHP 42800	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Total: PHP 42800	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment	4.1. Conduct the test request	None	14 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		4 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 21 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 42800		



234. ERTLS-LATD27 Energy Performance Testing of Television Sets (For 1 Sample) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Television Set (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should have a complete set of accessories (e.g., remote control). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Television Sets: PHP 4700 Total: PHP 4700	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 4700		



235. ERTLS-LATD27-01 Energy Performance Testing of Television Sets(For 2 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Television Set/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should have a complete set of accessories (e.g., remote control). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Television Sets: PHP 4700 Total: PHP 4700	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Possible Fees Breakdown: Testing of two samples of Television Sets: PHP 9400	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	• Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 4700 See other fees below		
Possible Fees • Testing of two samples of Television Sets : 9400				



236. ERTLS-LATD27-02 Energy Performance Testing of Television Sets (For 5 Samples) through Manual Processing

ISO 9001:2015 Certified

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Television Set/s (Sample: 5 Sample/s)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should have a complete set of accessories (e.g., remote control). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science



				Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science



				Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Television Sets: PHP 4700 Total: PHP 4700	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Possible Fees Breakdown: Testing of five samples of Television Sets: PHP 23500	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division -	4.1. Conduct the test request	None	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		5 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)



Appliance and Equipment Section, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	4.3. Review and Approve Test Report/s, and prepares transmittal letter		1 working day/s	Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks				
Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 10 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 4700 See other fees below		
Possible Fees				
Testing of five samples of Television Sets : 23500				



237. ERTLS-LATD27-03 Energy Performance Testing of Television Sets with Energy Saving Device through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Television Set with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: - Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. - Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. - Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. - Samples submitted for testing should have a complete set of accessories (e.g., remote control). - The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. - After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: - First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2nd notice will be issued. - Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3rd notice will be issued. - Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. - Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. - Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



				Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Television Sets with Energy Saving Device: PHP 9400	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Total: PHP 9400	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of	4.1. Conduct the test request	None	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares		1 working day/s	Senior Science Research



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	transmittal letter			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 9400		



238. ERTLS-LATD28 Energy Performance Testing of Cooking Stoves (For 1 Sample) through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Cooking Stove (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



				Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Cooking Stove: PHP 6500 Total: PHP 6500	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.		2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of	4.1. Conduct the test request	None	1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		1 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares		1 working day/s	Senior Science Research



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	transmittal letter			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 6500		



239. ERTLS-LATD28-01 Energy Performance Testing of Cooking Stoves (For 2 Samples) through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Cooking Stove/s (Sample: 2 Sample/s)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



				Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Cooking Stoves: PHP 6500 Total: PHP 6500	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Possible Fees Breakdown: Testing of two samples of Cooking Stoves: PHP 13000	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of	4.1. Conduct the test request	None	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares		1 working day/s	Senior Science Research



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	transmittal letter			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 6500 See other fees below		
Possible Fees • Testing of two samples of Cooking Stoves : 13000				



240. ERTLS-LATD28-02 Energy Performance Testing of Cooking Stoves with Energy Saving Device through Manual Processing

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

This process/method will only be performed if Energy Research and Testing Laboratory Services-Online Services Management System is not working (i.e., system malfunction, server down, etc.). Lighting and Appliance Testing Division will revert to manual receiving and processing of testing requests.

Office or Division:	Lighting and Appliance Testing Division (LATD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-Out Service Request Form (SRF) (1) Original Copy			Department of Energy - Energy Research and Testing Laboratory Services/Lighting and Appliance Testing Division	
Remarks: Client shall completely fill out the Service Request Form (SRF).				
2. Working/Functional Cooking Stove with Energy Saving Device (Sample: 1 Sample)			Applicant / Client	
Remarks: 1. Lighting and Appliance Testing Division shall not be liable for whatever damage may occur on the test sample during testing. 2. Samples to be submitted should be accompanied by a completely and accurately filled-out Service Request Form. 3. Lighting and Appliance Testing Division will not undertake any repair or maintenance of test sample/instrument submitted when found to be faulty/defective during testing. The item will be rejected and returned to the customer for replacement. 4. Samples submitted for testing should have a complete set of accessories (e.g., remote control). 5. The customer shall notify Lighting and Appliance Testing Division of the schedule of retrieval of the test samples to process necessary documents and passes. 6. After testing, Lighting and Appliance Testing Division will issue notices to customers for claiming test samples according to the following timeframes: o First Notice – Customer must claim the test samples within two (2) weeks. If not claimed, a 2 nd notice will be issued. o Second Notice – customer must claim the test samples within one (1) week. If not claimed a 3 rd notice will be issued. o Third Notice – customer must claim items within one (1) week. If not claimed, Lighting and Appliance Testing Division will dispose of unclaimed test samples, as applicable. 7. Only test samples of customers without any liability to Lighting and Appliance Testing Division shall be permitted for pull-out, even if the customer has already been given notice for it. 8. Proper authorization is required to pull-out test sample(s) from Lighting and Appliance Testing Division.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out service request form Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	1.1. Assist client in filling out service request form	None	40 minute/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist /



				Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	1.2. Review the service request form		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
2. Request for Order of Payment Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City	2.1. Prepare the Billing Statement through Collection Monitoring System	None	40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.2. Approve the Billing Statement		40 minute/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	2.3. Receive notification that a Billing Statement has been approved. Search for the Billing Statement in Collection Monitoring System and create Order of Payment. Approve Order of Payment send it to the client's email.		40 minute/s	Accounting Division Staff; Accounting Division (AD)
	2.4. Receive Order of Payment from Accounting Division.		40 minute/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
3. Receive the Order of Payment and pay service fee/s to Department of Energy Treasury or Bank Location: Department of Energy Treasury or Bank and Lighting and Appliance Testing Division Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City. Notes/Instruction: Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.	3.1. Verify client's payment	Standard Fees Breakdown: Testing of Cooking Stove with Energy Saving Device: PHP 13000	2 hour/s	Collection Officer; Treasury Division (TD)
	3.2. Approve the service request.	Total: PHP 13000	2 hour/s	Chief Science Research Specialist; Lighting and Appliance Testing Division (LATD)
4. Submit/bring/send the sample/s to be tested to Lighting and Appliance Testing Division - Appliance and Equipment Section Location: Lighting and Appliance Testing Division, Department of Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City Notes/Instruction: - Corresponding fees should have been paid already in step 3 according to the type of testing service requested. - Client shall ensure that the delivered test sample/s is working properly. - The client is responsible for logistic arrangements and fees. - Lighting and Appliance Testing Division - Appliance and Equipment Section is not liable for any damage on test sample/s during logistics. - Wait for the completion of test service. - Lighting and Appliance Testing Division will inform the client if the testing report is ready for pick up. - Claim/retrieve the sample at Lighting Appliance Testing Division - Appliance and Equipment Section, Department of	4.1. Conduct the test request	None	2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.2. Prepare the test report/s and transmittal letter.		2 working day/s	Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.3. Review and Approve Test Report/s, and prepares		1 working day/s	Senior Science Research



Energy, Energy Center, Rizal Drive, Corner 34th Street, Bonifacio Global City.	transmittal letter			Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
	4.4. Review and sign the transmittal letter		1 working day/s	• Chief Science Research Specialist / Director; Energy Research and Testing Laboratory Services (ERTLS)
	4.5. Prepare receiving copy or test report and hand the original copy to the client		4 hour/s	• Laboratory Technician II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Supervising Science Research Specialist; Lighting and Appliance Testing Division (LATD)
General Remarks Submit a copy of official receipt to Lighting and Appliance Testing Division as a proof of payment.				
Total Processing Time:		Working Days: 7 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 13000		