



Alternative Fuels and Energy Technology Division (AFETD)

External Services



1. EUMB-AFETD01 - Technical Assistance or Technical Evaluation of Alternative Fuels and Emerging Energy Technologies

Provides technical assistance in evaluating proposed alternative fuels and emerging energy technologies and gives appropriate recommendations.

Office or Division:	Alternative Fuels and Energy Technology Division (AFETD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Any individuals, organizations, or entities seeking technical assistance or evaluation of alternative fuels and emerging energy technologies from the Department of Energy			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter request for technical assistance or inquiries from Proponent (1) Electronic Copy			Applicant / Client	
2. Comprehensive details and diagram of technology and its relevant application (1) Electronic Copy			Applicant / Client	
3. 3. Applicable request endorsed letter from other agencies/institutions such as National Government Agencies (NGAs), State Universities and Colleges (SUCs), and the Office of the President (OP) (1) Electronic Copy			Other government agencies - Issuing Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submission of Proponent’s request for technical assistance or technical evaluation to be received by AFETD Location: 3rd Floor, Old Building, Department of Energy, Energy Center, 34th	1.1. Alternative Fuels and Energy Technology Division receives the submitted document and checks the completeness and consistency of the submission	None	4 hour/s	• Admin Aide VI; Alternative Fuels and Energy Technology Division (AFETD)
	1.2. Endorses the submitted document		4 hour/s	• Admin Aide VI; Alternative



St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: Chief Science Research SpecialistIf the submitted documents are complete, the Proponent may resubmit the updated documents within thirty (30) calendar days upon receipt of the notice. Failure to do so will result for the request as deemed abandoned.	to the Chief Science Research Specialist		Fuels and Energy Technology Division (AFETD)
	1.3. The Chief Science Research Specialist reviews, screens, and endorses to the Supervising Science Research Specialist	4 hour/s	Chief Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
	1.4. The Supervising Science Research Specialist assesses the request and assigns it to the technical staff	4 hour/s	Supervising Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
	1.5. Technical staff reviews and conducts technical evaluation of the proposal in terms of relevance, scientific merits and feasibility	4 working day/s	Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
	1.6. Technical staff will set a meeting with the Proponent. If no further clarification needed the action will proceed to Agency Action 2.2	1 working day/s	Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)



2. Proponent confirms meeting schedule Location: 3rd Floor, Old Building, Department of Energy, Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: Failure to concur with the meeting date within 5 working days, the request will be deemed abandoned	2.1. Alternative Fuels and Energy Technology Division staff holds a meeting with the Proponent regarding the proposal	None	1 working day/s	Chief Science Research Specialist, Supervising Science Research Specialist, and Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
	2.2. Technical staff prepares an After Activity Report summarizing the outcomes, findings, and recommendations from the evaluation and presentation of the technology proposal		5 working day/s	Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
	2.3. The After Activity Report is reviewed and endorsed to the Chief Science Research Specialist		1 working day/s, 4 hour/s	Supervising Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
	2.4. The After Activity Report is reviewed and endorsed to the Assistant Director		1 working day/s, 4 hour/s	Chief Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)



	2.5. The After Activity Report is reviewed and endorsed to the Director		1 working day/s, 4 hour/s	Assistant Director; Energy Utilization Management Bureau (EUMB)
	2.6. Final review and approval of the After Activity Report		1 working day/s, 4 hour/s	Director; Energy Utilization Management Bureau (EUMB)
	2.7. Alternative Fuels and Energy Technology Division staff records and transmits the output, provides feedback to the Proponent. If the project or request falls under the jurisdiction of other office the proposal will be endorsed for appropriate action.		1 working day/s	Admin Aide VI / Science Research Specialist; Alternative Fuels and Energy Technology Division (AFETD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. EUMB-AFETD02 - Processing of Application for Company Registration under the Vehicles Fuel Economy Labeling Program (VFELP)

Online submission and processing of applications for Company Registration for Compliance of Manufacturers, Importers, Distributors, Dealers, and Rebuilders of Road Transport Vehicles pursuant to the Revised Implementing Guidelines of the Philippine Transport Vehicles Fuel Economy Labeling Program on Registration Procedures and Compliance Mechanism (Revised VFELP IG on RPCM). The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery.

Office or Division:	Alternative Fuels and Energy Technology Division (AFETD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All Vehicle Manufacturers, Importers, Distributors, Dealers, and Rebuilders in the Philippines are enjoined to register their Company under the VFELP System.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Implementing Guidelines of the Philippine Transport Vehicles Fuel Economy Labeling Program on Registration Procedures and Compliance Mechanism (VFELP IG on RPCM)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request for an Order of Payment (1) Electronic Copy		Department of Energy (DOE) - Alternative Fuels and Energy Technology Division (AFETD)
<i>Remarks:</i> To request an Order of Payment, the applicant must first register an account through the VFELP System at: https://vfelp.doe.gov.ph		
Sub Requirement		
<i>1.A. Other requirements needed for Client Step #4 after payment</i>		
1.A.1. VFELP Online Registration Forms (1) Electronic Copy		Department of Energy (DOE) - Alternative Fuels and Energy Technology (AFETD)
<i>Remarks:</i> a. Notarized Application for Company Registration under the VFELP (Annex A) b. Notarized Undertaking to Abide by the Terms and Conditions of the Registration Procedures and Compliance Mechanism under the VFELP (Annex B)		



c. Authorization of VFELP Compliance Representative (Annex C)

1.A.2. Business Registration Certificates (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>For Sole Proprietorship - Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</i> <i>For Corporation/Partnership - Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission (SEC)</i> <i>For Cooperatives - Certificate of Registration from the Cooperative Development Authority (CDA)</i>				
1.A.3. Permit to operate/Business Permit issued by the Local Government Unit (LGU) (1) Electronic Copy		Applicant / Client		
1.A.4. Bureau of Internal Revenue (BIR) Registration (1) Electronic Copy		Applicant / Client		
1.A.5. Documents from the Applicant (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>a. Manufacturers/Importers/ Distributors/Rebuilders shall submit a list of their authorized Dealers</i> <i>b. Dealers shall submit a certificate/agreement/authority to sell secured from their supplier/s (Manufacturers/Importers/Distributors/Rebuilders)</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant requests an Order of Payment through the VFELP System. Location: DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City.	1.1. Prepares the Billing Statement and endorse to the Accounting Division for Order of Payment.	None	1 hour/s	• Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD)



	1.2. Issues the Order of Payment to the Applicant through email from the DOE-CoMS V2.1.		1 hour/s	Accounting Staff; Accounting Division (AD)
2. The Applicant pays a registration fee through bank transfer/online payment and responds to the DOE-CoMS V2.1 email and upload/attach the proof of payment (deposit slip or electronic receipt) as a reference for the issuance of Official Receipt. Location: Ground floor, DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City. Notes/Instruction: The applicant will be given ten (10) calendar days to pay the fees; failure to do so within one (1) day after the due date will result in automatic application cancellation.	2. Issues the Official Receipt to the Applicant through email from the DOE-CoMS V2.1.	Standard Fees Breakdown: Per Company: PHP 3000 Total: PHP 3000	1 hour/s	Admin Officer; Treasury Division (TD)
3. The Applicant uploads the Order of Payment and Official Receipt through the VFELP System. Location: 3rd floor, DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio	3.1. Verifies the uploaded Order of Payment and Official Receipt through the VFELP System.	None	30 minute/s	Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology



Global City, Taguig City.				Division (AFETD)
	3.2. Notifies the Applicant through email that their application status is "For Submission" and may proceeds to fill out the required company-related information.		30 minute/s	Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD)
4. The Applicant fills out the required company-related information together with the documentary requirements specified in the Checklist Requirements through the VFELP System. Location: 3rd floor, DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City Notes/Instruction: 1. In case of an incomplete and/or incorrect application, the DOE-EUMB will notify the applicant of the required document and/or data input through email and/or VFELP System and request for resubmission of the required documents and/or data. Documents and/or data	4.1. Evaluates the completeness and correctness of the filled-out information and submitted documents by the Applicant.	None	3 working day/s, 1 hour/s	Evaluator II - (Science Research Specialist); Alternative Fuels and Energy Technology Division (AFETD)
	4.2. Reviews, approves, and endorses the company registration application to the Director for final approval.		2 working day/s, 4 hour/s	Administrator (Chief Science Research Specialist/ Supervising Science Research Specialist)) ; Alternative Fuels and Energy Technology Division (AFETD)



resubmission will automatically reset the current processing time, and the application will be subjected to re-evaluation. 2. The applicant shall be given two (2) opportunities to rectify the incorrect submission, each within a period of seven (7) working days. Failure to comply within seven (7) working days will lead to application cancellation. Furthermore, if the resubmitted documents remain non-compliant despite timely submission, the application will be disapproved, registration payment will be forfeited, and the Applicant shall be required to submit a new application (request for Order of Payment).				
	4.3. Approves and certifies the company registration application.		3 hour/s, 30 minute/s	Super Administrator (Director); EUMB, Office of the Director
	4.4. Notifies the applicant on the approval of their company registration application through email and/or through the VFELP System.		3 hour/s, 30 minute/s	Super Administrator (Director); EUMB, Office of the Director

General Remarks

Kindly ensure that your payment for the registration fee is ready.

Requirements needed during the application:

1. VFELP Online Registration Forms (template form available at the VFELP System: <https://vfelp.doe.gov.ph>)
 - a. Notarized Application for Company Registration under the VFELP (*Annex A*)
 - b. Notarized Undertaking to Abide by the Terms and Conditions of the Registration Procedures and Compliance Mechanism under the VFELP (*Annex B*)
 - c. Authorization of VFELP Compliance Representative (*Annex C*)
2. Business Registration Documents (provided by the Applicant)



- a. For Sole Proprietorship - Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)
 - b. For Corporation/Partnership - Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission (SEC)
 - c. For Cooperatives - Certificate of Registration from the Cooperative Development Authority (CDA)
3. Permit to operate/Business Permit issued by the Local Government Unit (provided by the Applicant)
 4. Bureau of Internal Revenue Registration (provided by the Applicant)
 5. Documents from the Applicant (provided by the Applicant)
 - a. Manufacturers/Importers/ Distributors/Rebuilders shall submit a list of their authorized Dealers.
 - b. Dealers shall submit a certificate/agreement/authority to sell secured from their supplier/s (Manufacturers/Importers/Distributors/Rebuilders)

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 3000



3. EUMB-AFETD03 - Processing of Application for Vehicle Registration under the Vehicles Fuel Economy Labeling Program (VFELP)

*Online submission and processing of applications for Vehicle Registration for Compliance of Manufacturers, Importers, Distributors, *Dealers, and Rebuilders of Road Transport Vehicles pursuant to the Revised Implementing Guidelines of the Philippine Transport Vehicles Fuel Economy Labeling Program on Registration Procedures and Compliance Mechanism (Revised VFELP IG on RPCM). The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery.*

**Note: Dealers are required to undergo vehicle registration if the vehicles/units to be sold/supplied are not from registered and FEL-compliant Manufacturers/Importers/Distributors/Rebuilders*

Office or Division:	Alternative Fuels and Energy Technology Division (AFETD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All Vehicle Manufacturers, Importers, Distributors, Dealers and Rebuilders in the Philippines that have already registered their Company under the VFELP System.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Implementing Guidelines of the Philippine Transport Vehicles Fuel Economy Labeling Program on Registration Procedures and Compliance Mechanism (VFELP IG on RPCM)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Request for an Order of Payment (1) Electronic Copy	Department of Energy - Alternative Fuels and Energy Technology Division (AFETD)
<i>Remarks:</i> <i>To request an Order of Payment, the applicant must first register their company on the VFELP System at: https://vfelp.doe.gov.ph</i>	
Sub Requirement	
1.A. Other requirements needed for Client Step #4 after payment:	
1.A.1. VFELP System Vehicle Registration Form (template form available through the VFELP System: https://vfelp.doe.gov.ph) (1) Electronic Copy	Department of Energy (DOE) - Alternative Fuels and Energy Technology Division (AFETD)
<i>Remarks:</i>	



Application for Vehicle Registration under the VFELP (Annex D of the VFELP IG on RPCM)

- a. Annex D-1 for Internal Combustion Engine Vehicles (ICE)*
- b. Annex.D-2 for Battery Electric Vehicles (BEVs)*
- c. Annex D-3 for Plug-in Hybrid Electric Vehicles (PHEVs)*
- d. Annex D-4 for Hybrid Electric Vehicles (HEVs)*
- e. Annex D-5 for Light Electric Vehicles (LEVs)*

1.A.2. Certified True Copy of the following:
(1) Original Copy

Applicant / Client

Remarks:

- a. Valid third-party test report indicating the Vehicle Fuel Economy Performance Rating and other test results, provided that it aligns with established international standards and/or applicable Philippine National Standards (PNS)*
- b. Certificate of Conformity (COC) for new vehicles, except for BEVs and LEVs.*
- c. Certificate of Compliance to Emission Standards (CCES) for rebuilt motor vehicles*

1.A.3. Full specification/brochure of the vehicles
(1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant requests an Order of Payment through the VFELP System. Location: 3rd floor, Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City.	1.1. Prepares the Billing Statement and endorses to Accounting Division for Order of Payment.	None	1 hour/s	Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD)
	1.2. Issues the Order of Payment to the Applicant through email from the DOE-CoMS V2.1.		1 hour/s	Accounting Staff; Accounting Division (AD)



2. The Applicant pays a registration fee through bank transfer/online payment and responds to the DOE-CoMS email and uploads/attaches the proof of payment (deposit slip or electronic receipt) as reference for the issuance of official receipt. Location: 3rd floor, Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City. Notes/Instruction: The applicant will be given ten (10) calendar days to pay the fees; failure to do so within one day after the due date will result in automatic application cancellation.	2. Issues the Official Receipt to the Applicant through email from the DOE-CoMS V2.1.	Standard Fees Breakdown: Per vehicle model/type: PHP 2400 Total: PHP 2400	1 hour/s	Admin Officer; Treasury Division (TD)
3. The Applicant uploads the Order of Payment and Official Receipt through the VFELP System. Location: 3rd floor, Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City.	3.1. Verifies the Order of Payment and Official Receipt uploaded in the VFELP System by the Applicant.	None	30 minute/s	Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD)
	3.2. Notifies the Applicant through email that their application status is		30 minute/s	Evaluator I (Science Research Specialist



	"For Submission" and may proceed to fill out the required vehicle-related information			I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD)
4. The Applicant fills out the required vehicle-related information together with the documentary requirements specified in the Checklist Requirements through the VFELP System. Location: 3rd floor, Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City.	4.1. Evaluates the completeness and correctness of the filled out information and submitted documents by the Applicant.	None	3 working day/s, 1 hour/s	Evaluator II (Science Research Specialist); Alternative Fuels and Energy Technology Division (AFETD)
Notes/Instruction: 1. In case of an incomplete and/or incorrect application, the DOE-EUMB will notify the applicant of the required document and/or data input through email and/or VFELP System and request for resubmission of the required documents and/or data. Documents and/or data resubmission will automatically reset the current processing time, and the application will be subjected to re-evaluation.	4.2. Reviews, approves, and endorses the vehicle registration application to the Director for final approval.		2 working day/s, 4 hour/s	Administrator - (Chief Science Research Specialist/ Supervising Science Research Specialist); Alternative Fuels and Energy Technology Division (AFETD)



2. The applicant shall be given two (2) opportunities to rectify the incorrect submission, each within a period of seven (7) working days. Failure to comply within seven (7) working days will lead to application cancellation. Furthermore, if the resubmitted documents remain non-compliant despite timely submission, the application will be disapproved, registration payment will be forfeited, and the Applicant shall be required to submit a new application (request for Order of Payment). 3. For EV registration, twenty (20) working days shall be allotted for recognition pursuant to Department Circular No. DC2023-05-0012, also known as the EV Recognition Guidelines.	4.3. Approves and certifies the vehicle registration application.		3 hour/s, 30 minute/s	Super Administrator (Director); EUMB, Office of the Director
	4.4. Notifies the Applicant on the approval of their vehicle registration application through email and/or through the VFELP System.		3 hour/s, 30 minute/s	Super Administrator (Director); EUMB, Office of the Director

General Remarks

Kindly ensure that your payment for the registration fee is ready.

Requirements needed during the application:

1. VFELP System Vehicle Registration Form (template form available at the VFELP System: <https://vfelp.doe.gov.ph>)

Application for Vehicle Registration under the VFELP (Annex D)

a. Annex D-1 for Internal Combustion Engine Vehicles (ICE)

b. Annex D-2 for Battery Electric Vehicles (BEVs)



c. Annex D-3 for Plug-in Hybrid Electric Vehicles (PHEVs)

d. Annex D-4 for Hybrid Electric Vehicles (HEVs)

e. Annex D-5 for Light Electric Vehicles (LEVs)

2. Certified True Copy of the following: (provided by the Applicant)

a. Valid third-party test report indicating the Vehicle Fuel Economy Performance Rating and other test results, provided that it aligns with established international standards and/or applicable Philippine National Standards (PNS)

b. Certificate of Conformity (COC) for new vehicles, except for BEVs and LEVs.

c. Certificate of Compliance to Emission Standards (CCES) for rebuilt motor vehicles

3. Full specification/brochure of the vehicles (provided by the Applicant)

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 2400



4. EUMB-AFETD04 - Processing of Application for Fuel Economy Label (FEL) and Fuel Economy Sticker (FES) Issuance under the Vehicles Fuel Economy Labeling Program (VFELP)

*Online submission and processing of applications for FEL and FES Issuance for Compliance of Manufacturers, Importers, Distributors, *Dealers, and Rebuilders of Road Transport Vehicles pursuant to the Implementing Guidelines of the Philippine Transport Vehicles Fuel Economy Labeling Program on Fuel Economy Label of Road Transport Vehicles (VFELP IG on FEL-RTV). The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery.*

**Note: Dealers are required to undergo FEL and FES if the vehicles/units to be sold/supplied are not from registered and FEL-compliant Manufacturers/Importers/Distributors/Rebuilders.*

Office or Division:	Alternative Fuels and Energy Technology Division (AFETD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	All Vehicle Manufacturers, Importers, Distributors, Dealers and Rebuilders in the Philippines that have already registered their Company and Vehicles under the VFELP System.			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Implementing Guidelines of the Philippine Transport Vehicles Fuel Economy Labeling Program on Fuel Economy Label of Road Transport Vehicles (VFELP IG on FEL-RTV)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request for an Order of Payment (1) Electronic Copy			Department of Energy - Alternative Fuels and Energy Technology Division (AFETD)	
Remarks: To request an Order of Payment, the applicant must first register their vehicles per model/type through the VFELP System (https://vfelp.doe.gov.ph)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. The Applicant requests an Order of Payment by providing the vehicle's performance and fuel economy-related parameters and indicates the number of units intended for local sale and importation within the vehicle inventory. Location: DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City. Notes/Instruction: The number of batches shall be determined based on the total number of vehicles declared in the vehicle inventory, as follows: • Category L: One (1) batch is equivalent to 832 vehicle units • Categories M and N: One (1) batch is equivalent to 208 vehicle units	1.1. Prepares the Billing Statement and endorse to Accounting Division for Order of Payment.	None	1 hour/s	• Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD)
	1.2. Issues the Order of Payment to the Applicant through email from the DOE-CoMS V2.1.		1 hour/s	• Accounting Staff; Accounting Division (AD)
2. The Applicant pays a registration fee through bank transfer/online payment and responds to the DOE-CoMS email with proof of payment as a reference. Location:	2. Issues the Official Receipt to the Applicant through email from the DOE-CoMS V2.1.	Standard Fees Breakdown: Per batch: PHP 1400 Total: PHP 1400	1 hour/s	• Admin Officer; Treasury Division (TD)



Ground Floor, DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City. Notes/Instruction: The applicant will be given ten (10) calendar days to pay the fees; failure to do so within one (1) day after the due date will result in automatic application cancellation.				
3. The Applicant uploads the Order of Payment and Official Receipt through the VFELP System. Location: 3rd floor, DOE Main Building, Energy Center, 34th Street, Rizal Drive, Bonifacio Global City, Taguig City. Notes/Instruction: In case of an incomplete and/or incorrect application, the DOE-EUMB will notify the applicant of the required document and/or data input through email and/or VFELP System and request for resubmission of the required documents and/or data. Documents and/or data resubmission will automatically reset the current	3.1. Verifies the Order of Payment and Official Receipt uploaded in the VFELP System by the Applicant.	None	1 hour/s	• Evaluator I (Science Research Specialist I/Project Support Staff); Alternative Fuels and Energy Technology Division (AFETD)
	3.2. Evaluates the completeness and correctness of the filled-out information and submitted documents by the Applicants.		6 hour/s	• Evaluator II (Science Research Specialist); Alternative Fuels and Energy Technology Division (AFETD)
	3.3. Reviews, approves, and endorses the FEL & FES Issuance to the Director for final approval.		7 hour/s	• Administrator (Chief Science Research Specialist/Supervising Science Research Specialist); Alternative



processing time, and the application will be subjected to re-evaluation.				Fuels and Energy Technology Division (AFETD)
	3.4. Approves and certifies the FEL and FES issuance.		3 hour/s, 30 minute/s	Super Administrator (Director); EUMB, Office of the Director
	3.5. Notifies the Applicant on the approval of their application, and the applicant may proceed on downloading and printing the generated FEL & FES in the VFELP System.		3 hour/s, 30 minute/s	Super Administrator (Director); EUMB, Office of the Director

General Remarks

Kindly ensure that your payment for the registration fee is ready.

Requirements needed during the application:

1. FEL and FES Issuance Online Form (template form available at the VFELP System: <https://vfelp.doe.gov.ph>)

Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1400