



Electric Vehicle Industry Management Division (EVIMD)

External Services



1. EUMB-EVIMD01 Issuance of EVCS Provider – Operator Accreditation Certificate (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Operators requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire	2.1. Issuance of official receipt	Standard Fees Breakdown: National Level: PHP 17600	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents	Total: PHP 17600	1 working day/s	Science Research Specialist; Electric Vehicle Industry



Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.				Managemen t Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Managemen t Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Managemen t Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Managemen t Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 17600		



2. EUMB-EVIMD02 Renewal of EVCS Provider – Operator Accreditation Certificate (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Operators requesting DOE for renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-National Level: PHP 6900 Total: PHP 6900	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle



c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.				Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 6900		



3. EUMB-EVIMD03 Issuance of EVCS Provider – Operator Accreditation Certificate (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Operators requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire	2.1. Issuance of official receipt	Standard Fees Breakdown: Regional Level: PHP 9400 Total: PHP 9400	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry



Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.				Managemen t Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Managemen t Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Managemen t Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Managemen t Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 9400		



4. EUMB-EVIMD04 Renewal of EVCS Provider–Operator Accreditation Certificate (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Operators requesting DOE for the renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-Regional Level: PHP 4100 Total: PHP 4100	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle



c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.				Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4100		



5. EUMB-EVIMD05 Issuance of EVCS Provider – Operator Accreditation Certificate (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Operators requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire	2.1. Issuance of official receipt	Standard Fees Breakdown: City/Municipal Level: PHP 5000 Total: PHP 5000	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry



Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.				Managemen t Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Managemen t Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Managemen t Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Managemen t Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 5000		



6. EUMB-EVIMD06 Renewal of EVCS Provider – Operator Accreditation Certificate (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Operators requesting DOE for renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-City/Municipal Level: PHP 2600 Total: PHP 2600	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle



c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.				Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2600		



7. EUMB-EVIMD07 Issuance of EVCS Provider – Service Accreditation Certificate (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Service requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE	2.1. Issuance of official receipt	Standard Fees Breakdown: National Level: PHP 17600	1 working day/s	Collection Officer; Treasury Division (TD)



Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.2. Validate correctness of application documents	Total: PHP 17600	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 17600		



8. EUMB-EVIMD08 Renewal of EVCS Provider – Service Accreditation Certificate (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Service requesting DOE for renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started .	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-	1 working day/s	Collection Officer; Treasury



(OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.		National Level: PHP 6900		Division (TD)
	2.2. Validate correctness of application documents	Total: PHP 6900	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 6900		



9. EUMB-EVIMD09 Issuance of EVCS Provider – Service Accreditation Certificate (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Service requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE	2.1. Issuance of official receipt	Standard Fees Breakdown: Regional Level: PHP 9400	1 working day/s	Collection Officer; Treasury Division (TD)



Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.2. Validate correctness of application documents	Total: PHP 9400	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 9400		



10. EUMB-EVIMD10 Renewal of EVCS Provider–Service Accreditation Certificate (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Service requesting DOE for the renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started .	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-	1 working day/s	Collection Officer; Treasury



(OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.		Regional Level: PHP 4100		Division (TD)
	2.2. Validate correctness of application documents	Total: PHP 4100	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4100		



11. EUMB-EVIMD11 Issuance of EVCS Provider – Service Accreditation Certificate (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Service requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



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4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE	2.1. Issuance of official receipt	Standard Fees Breakdown: City/Municipal Level: PHP 5000	1 working day/s	Collection Officer; Treasury Division (TD)



Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.2. Validate correctness of application documents	Total: PHP 5000	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 5000		



12. EUMB-EVIMD12 Renewal of EVCS Provider – Service Accreditation Certificate (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Service requesting DOE for renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

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4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started .	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-	1 working day/s	Collection Officer; Treasury



(OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.		City/Municipal Level: PHP 2600		Division (TD)
	2.2. Validate correctness of application documents	Total: PHP 2600	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2600		



13. EUMB-EVIMD13 Issuance of EVCS Provider – Supplier Accreditation Certificate (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Supplier requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



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4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)



2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.1. Issuance of official receipt	Standard Fees Breakdown: National Level: PHP 17600 Total: PHP 17600	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 17600		



14. EUMB-EVIMD14 Renewal of EVCS Provider – Supplier Accreditation Certificate (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Supplier requesting DOE for renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of all EVCS and its components, safe retail prices, manuals, specification and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-National Level: PHP 6900	1 working day/s	Collection Officer; Treasury Division (TD)



thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.2. Validate correctness of application documents	Total: PHP 6900	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 6900		



15. EUMB-EVIMD15 Issuance of EVCS Provider – Supplier Accreditation Certificate (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Supplier requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)



2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.1. Issuance of official receipt	Standard Fees Breakdown: Regional Level: PHP 9400 Total: PHP 9400	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 9400		



16. EUMB-EVIMD16 Renewal of EVCS Provider – Supplier Accreditation Certificate (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Supplier requesting DOE for the renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal-Regional Level: PHP 4100	1 working day/s	Collection Officer; Treasury Division (TD)



thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.2. Validate correctness of application documents	Total: PHP 4100	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 4100		



17. EUMB-EVIMD17 Issuance of EVCS Provider – Supplier Accreditation Certificate (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Supplier requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)



2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.1. Issuance of official receipt	Standard Fees Breakdown: City/Municipal Level: PHP 5000 Total: PHP 5000	1 working day/s	Collection Officer; Treasury Division (TD)
	2.2. Validate correctness of application documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 5000		



18. EUMB-EVIMD18 Renewal of EVCS Provider – Supplier Accreditation Certificate (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EVCS Provider – Supplier requesting DOE for renewal of EVCS accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	1.1. Receiving, recording and endorsement of request	None	4 hour/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Preparation of Billing Statement through DOE Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of applicable accreditation level fees either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal City/Municipal Level: PHP 2600	1 working day/s	Collection Officer; Treasury Division (TD)



thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment is unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.2. Validate correctness of application documents	Total: PHP 2600	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.4. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2600		



19. EUMB-EVIMD19 Issuance of EVCS Provider – Operator Accreditation Certificate for Government Entities (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Operators requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry



				Managemen t Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Managemen t Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



20. EUMB-EVIMD20 Renewal of EVCS Provider – Operator Accreditation Certificate for Government Entities (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Operators requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle



				Industry Managemen t Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Managemen t Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



21. EUMB-EVIMD21 Issuances of EVCS Provider – Operator Accreditation Certificate for Government Entities (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Operators requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry



				Managemen t Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Managemen t Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



22. EUMB-EVIMD22 Renewal of EVCS Provider – Operator Accreditation Certificate for Government Entities (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Operators requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle



				Industry Managemen t Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Managemen t Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



23. EUMB-EVIMD23 Issuances of EVCS Provider – Operator Accreditation Certificate for Government Entities (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Operators requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry



				Managemen t Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Managemen t Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



24. EUMB-EVIMD24 Renewal of EVCS Provider – Operator Accreditation Certificate for Government Entities (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Operators requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle



				Industry Managemen t Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Managemen t Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



25. EUMB-EVIMD25 Issuance of EVCS Provider – Service Accreditation Certificate for Government Entities (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Service requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



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4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)



	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



26. EUMB-EVIMD26 Renewal of EVCS Provider – Service Accreditation Certificate for Government Entities (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Service requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

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4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry.PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry.PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)



	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



27. EUMB-EVIMD27 Issuances of EVCS Provider – Service Accreditation Certificate for Government Entities (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Services requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



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4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)



	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



28. EUMB-EVIMD28 Renewal of EVCS Provider – Service Accreditation Certificate for Government Entities (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Services requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry.PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry.PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)



	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



29. EUMB-EVIMD29 Issuances of EVCS Provider – Service Accreditation Certificate for Government Entities (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Services requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)



	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



30. EUMB-EVIMD30 Renewal of EVCS Provider – Service Accreditation Certificate for Government Entities (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Services requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of services offered and estimated fees (1) Electronic Copy			Applicant / Client	
5. Certificates attended by the employees on the construction, installation and maintenance of EVCS (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry.PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry.PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)



	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



31. EUMB-EVIMD31 Issuance of EVCS Provider – Supplier Accreditation Certificate for Government Entities (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Suppliers requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist;



				Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



32. EUMB-EVIMD32 Renewal of EVCS Provider – Supplier Accreditation Certificate for Government Entities (National Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Suppliers requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science



				Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



33. EUMB-EVIMD33 Issuances of EVCS Provider – Supplier Accreditation Certificate for Government Entities (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Suppliers requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> See Annex of the Department Circular of the sample application letter. Link: (EV Industry PH - Policy)		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. Any of the following:		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist;



				Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



34. EUMB-EVIMD34 Renewal of EVCS Provider – Supplier Accreditation Certificate for Government Entities (Regional Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Suppliers requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science



				Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	• Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



35. EUMB-EVIMD35 Issuances of EVCS Provider – Supplier Accreditation Certificate for Government Entities (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Suppliers requesting DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science Research Specialist;



				Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



36. EUMB-EVIMD36 Renewal of EVCS Provider – Supplier Accreditation Certificate for Government Entities (City/Municipal Level)

Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall accredit Electric Vehicle Charging Station (EVCS) Providers that sell, construct, install, maintain, own, or operate EVCS or any of its components for a fee.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	EVCS Provider – Suppliers requesting renewal of DOE accreditation pursuant to EVIDA	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application letter to DOE-EUMB for accreditation (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>See Annex of the Department Circular of the sample application letter.</i> <i>Link: (EV Industry PH - Policy)</i>		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy) (not required for government-2-government transaction) (1) Certified True Copy		SEC - Company Registration and Monitoring Department
Sub Requirement		
2.A.1. If SEC is not available. <i>Any of the following:</i>		
2.A.1.A. Registration Certificate (1) Certified True Copy		Department of Trade and Industry - Business Name Registration Division
---- OR ----		
2.A.1.B. Registration Certificate (1) Certified True Copy		Cooperative Development Authority - Registration Division
3. Detailed information of the office (1) Electronic Copy		Applicant / Client



Remarks:

Annex of the Department Circular

4. List of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry Portal: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness of the documents.		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and correctness of application documents		2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision		1 working day/s	Chief Science



				Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	• Director; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



37. EUMB-EVIMD37 Issuance of EVCS Registration Certificate

Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of Republic Act No. 11697, or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), has promulgated uniform and streamlined rules, regulations, and standards on the use, operation, and maintenance of electric vehicle charging stations and related equipment through Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS)

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	EVCS Provider – Operators requesting for their EVCS to be registered with DOE pursuant to the EVIDA			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Valid EVCS Provider - Operator Accreditation Certificate (1) Electronic Copy			Applicant / Client	
2. Location map and photos of the EVCS facility/ies to operate (Annexes of the Department Circular) (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annexes A & B of the DC2023-05-0012 for the templated form. Link: (EV Industry PH - Policy)				
3. EVCS Specifications form (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annex of the DC2023-05-0012. Link: (EV Industry PH - Policy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location:	1.1. Receiving, recording and endorsement of request	None	1 hour/s	Administrative Aide/Administrative Assistant;



EV Industry Portal: EV Industry PH - Get Started. Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.				Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness and correctness of the documents.		7 hour/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Issuance of Billing Statement through Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of application per EVCS location either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction:	2.1. Issuance of official receipt	Standard Fees Breakdown: New Application: PHP 5400 Total: PHP 5400	1 working day/s	Collection Officer ; Treasury Division (TD)
	2.2. Verify completeness and accuracy of supporting documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management



The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment if unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.4. Endorse to Director for final decision		1 working day/s	t Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	- Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD) - Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 5400		



38. EUMB-EVIMD38 Renewal of EVCS Registration Certificate

Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of Republic Act No. 11697, or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), has promulgated uniform and streamlined rules, regulations, and standards on the use, operation, and maintenance of electric vehicle charging stations and related equipment through Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS)

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	EVCS Provider – Operators requesting for their renewal of EVCS registration with the DOE			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Valid EVCS Provider - Operator Accreditation Certificate (1) Electronic Copy			Applicant / Client	
2. Location map and photos of the EVCS facility/ies to operate (Annexes of the Department Circular) (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annexes A & B of the DC2023-05-0012 for the templated form. Link: (EV Industry PH - Policy)				
3. EVCS Specifications form (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annex of the DC2023-05-0012. Link: (EV Industry PH - Policy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location:	1.1. Receiving, recording and endorsement of request	None	1 hour/s	Administrative Aide/Administrative Assistant;



EV Industry Portal: EV Industry PH - Get Started. Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.				Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness and correctness of the documents.		7 hour/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Issuance of Billing Statement through Collection Monitoring System		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Issuance of Order of Payment through DOE Collection Monitoring System		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of application per EVCS location either thru: 1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction:	2.1. Issuance of official receipt	Standard Fees Breakdown: Renewal Application: PHP 2900 Total: PHP 2900	1 working day/s	Collection Officer ; Treasury Division (TD)
	2.2. Verify completeness and accuracy of supporting documents		1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	2.3. Review validation and recommendation for the Director's approval of the Accreditation Certificate		1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management



The applicant must upload the Official Receipt / Invoice to the EV Industry Portal. If order of payment if unpaid within 10 calendar days, the application is forfeited. Processing is stopped if applicant has not settled the payment. The EUMB Director has the right to reject the application if it fails to meet the required criteria.	2.4. Endorse to Director for final decision		1 working day/s	t Division (EVIMD)
	2.5. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.		1 working day/s	- Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD) - Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2900		



39. EUMB-EVIMD39 Issuance of EVCS Registration Certificate for Government Entities

Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of Republic Act No. 11697, or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), has promulgated uniform and streamlined rules, regulations, and standards on the use, operation, and maintenance of electric vehicle charging stations and related equipment through Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS)

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	EVCS Provider – Operators requesting for their EVCS to be registered with DOE pursuant to the EVIDA			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Valid EVCS Provider - Operator Accreditation Certificate (1) Electronic Copy			Applicant / Client	
2. Location map and photos of the EVCS facility/ies to operate (Annexes of the Department Circular) (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annexes A & B of the DC2023-05-0012 for the templated form. Link: (EV Industry PH - Policy)				
3. EVCS Specifications form (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annex of the DC2023-05-0012. Link: (EV Industry PH - Policy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative



EV Industry Portal: EV Industry PH - Get Started. Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria.			Assistant; Electric Vehicle Industry Managemen t Division (EVIMD)
	1.2. Determination of completeness and correctness of the documents.	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and accuracy of supporting documents	2 working day/s	Science Research Specialist ; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.	1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)



Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



40. EUMB-EVIMD40 Renewal of EVCS Registration Certificate for Government Entities

Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of Republic Act No. 11697, or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), has promulgated uniform and streamlined rules, regulations, and standards on the use, operation, and maintenance of electric vehicle charging stations and related equipment through Department Circular No. DC2023-05-0011 (Guidelines on the Accreditation of EVCS Providers and Registration of EVCS)

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	EVCS Provider – Operators requesting for their renewal of EVCS registration with the DOE			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Valid EVCS Provider - Operator Accreditation Certificate (1) Electronic Copy			Applicant / Client	
2. Location map and photos of the EVCS facility/ies to operate (Annexes of the Department Circular) (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annexes A & B of the DC2023-05-0012 for the templated form. Link: (EV Industry PH - Policy)				
3. EVCS Specifications form (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> See Annex of the DC2023-05-0012. Link: (EV Industry PH - Policy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/Administrative



EV Industry Portal: EV Industry PH - Get Started. Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished applications shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started. The EUMB Director has the right to reject the application if it fails to meet the required criteria			Assistant; Electric Vehicle Industry Managemen t Division (EVIMD)
	1.2. Determination of completeness and correctness of the documents.	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Verify completeness and accuracy of supporting documents	2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and recommendation for the Director's approval of the Accreditation Certificate	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Endorse to Director for final decision	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Director reviews and certifies applications. Notification will be sent to the applicant once reviewed and approved.	1 working day/s	Director; Electric Vehicle Industry Management Division (EVIMD)



Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



41. EUMB-EVIMD41 Electric Vehicle Charging Stations (EVCS) Unbundling of Charging Fee

Pursuant to Rule IV, Section 11(j) of the Implementing Rules and Regulations of Republic Act No. 11697, or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall ensure compliance with the unbundling of charging fees by EVCS Providers through Department Circular No. DC2023-05-0010 (Guidelines on the Unbundling of Electric Vehicle Charging Station Charging Fee).

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	EVCS Providers – Operator providing the DOE through EUMB an unbundled structure of their EVCS charging fees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Submission of Duly Accomplished Unbundled Charges Report				
For every registered Electric Vehicle Charging Stations, the applicant shall fill out a duly accomplished unbundled structure report form through the EV Industry Portal EV Industry PH - Get Started . See annex of the DC2023-05-0010 (EV Industry PH - Policy).				
Remarks:				
The entity must log in using its registered account.				
1. After logging in, go to the dashboard.				
2. Click on “Unbundled Charges”.				
3. Select the EVCS location you wish to add.				
4. Provide a detailed breakdown of your charging fee components.				
5. Submit the report.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	• Administrative Aide/ Administrative Assistant; Electric Vehicle Industry



EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their applications based on the remarks from the initial checking of the submitted documents. Duly accomplished form shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started .			Management Division (EVIMD)
	1.2. Determination of completeness and correctness of the documents	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Evaluation, and preparation of response letter for supervisor's review.	2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and endorsement to Chief Science Research Specialist	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Review validation and recommendation for the Director's approval	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Reviews and certifies the application. Notification will be sent to the applicant once reviewed and approved.	1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s	
Total Processing Fee:		Total Standard Fee: None	



42. EUMB-EVIMD42 Charging Fee Adjustments and/or Updating

Pursuant to Rule IV, Section 11(j) of the Implementing Rules and Regulations of Republic Act No. 11697, or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE), through the Energy Utilization Management Bureau (EUMB), shall ensure compliance with the unbundling of charging fees by EVCS Providers through Department Circular No. DC2023-05-0010 (Guidelines on the Unbundling of Electric Vehicle Charging Station Charging Fee).

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	EVCS Providers – Operator who are to adjust/update their charging fees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Submission of Duly Accomplished Unbundled Charges Report For every registered Electric Vehicle Charging Stations, the applicant shall fill out a duly accomplished unbundled charges report form through the EV Industry Portal EV Industry PH - Get Started. See annex of the DC2023-05-0010 (EV Industry PH - Policy). <i>Remarks:</i> <i>The entity must log in using its registered account.</i> 1. After logging in, go to the dashboard. 2. Click on "Unbundled Charges". 3. Select the EVCS location you wish to add. 4. Provide a detailed breakdown of your charging fee components. 5. Submit the report.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application through the EV Industry Portal Location: EV Industry PH - Get Started Notes/Instruction: If incomplete, the client shall review their	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/ Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)
	1.2. Determination of completeness and		1 working day/s	Science Research



applications based on the remarks from the initial checking of the submitted documents. Duly accomplished report form shall be resubmitted through the EV Industry Portal EV Industry PH - Get Started.	correctness of the documents		Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Evaluation, and preparation of response letter for supervisor's review.	2 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Review validation and endorsement to Chief Science Research Specialist	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Review validation and recommendation for the Director's approval	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Reviews and certifies the application. Notification will be sent to the applicant once reviewed and approved.	1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
Total Processing Time:		Working Days: 7 working day/s	
Total Processing Fee:		Total Standard Fee: None	



43. EUMB-EVIMD43 Battery Electric Vehicle (BEV) Recognition and Revision of BEV Data and Information

Pursuant to Section 5 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and as operationalized through Department Circular No. DC2023-05-0012 (Guidelines for the Electric Vehicle (EV) Recognition and Adoption of EV Standard Classification on Road Transport for Incentive Eligibility), the Department of Energy (DOE) shall recognize the types of electric vehicles (EVs), provided that it has at least one (1) electric drive for propulsion.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	Road transport vehicle manufacturers, assemblers, importers, and rebuilders who wants their vehicle/s for sale to be recognized as BEV			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. NOTICE OF APPLICATION FOR RECOGNITION (ANNEX A) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
2. SPECIFICATION FORM (ANNEX B) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application to EVIMD official email Location: EVIMD Official E-mail: doe.evoffice@gmail.com Notes/Instruction:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/ Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)



If deficiencies of requirements are not settled within 7 working days, the application is forfeited. The Director has the right to disapprove any endorsed EV Recognition Certificate if the submitted documents are inconsistent with the application.	1.2. Assessment of requests and delegation to technical staff	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Determination of completeness of the documents.	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Evaluation, assessment of the application and preparation of response letter for supervisor's review	14 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Validation and endorsement to Chief SRS	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Review validation and recommendation for the Director's consideration	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.7. Review and approve/disapprove the EV Recognition Certificate.	4 hour/s	Director; Energy Utilization Management Bureau (EUMB)



	1.8. Notification will be sent to the applicant once the application has been approved/disapproved		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



44. EUMB-EVIMD44 Hybrid Electric Vehicle (HEV) Recognition and Revision of HEV Data and Information

Pursuant to Section 5 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and as operationalized through Department Circular No. DC2023-05-0012 (Guidelines for the Electric Vehicle (EV) Recognition and Adoption of EV Standard Classification on Road Transport for Incentive Eligibility), the Department of Energy (DOE) shall recognize the types of electric vehicles (EVs), provided that it has at least one (1) electric drive for propulsion.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	Road transport vehicle manufacturers, assemblers, importers, and rebuilders who wants their vehicle/s for sale to be recognized as HEV			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. NOTICE OF APPLICATION FOR RECOGNITION (ANNEX A) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
2. SPECIFICATION FORM (ANNEX B) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application to EVIMD official email Location: EVIMD Official E-mail: doe.evoffice@gmail.com Notes/Instruction:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/ Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)



If deficiencies of requirements are not settled within 7 working days, the application is forfeited. The Director has the right to disapprove any endorsed EV Recognition Certificate if the submitted documents are inconsistent with the application.	1.2. Assessment of requests and delegation to technical staff	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Determination of completeness of the documents.	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Evaluation, assessment of the application and preparation of response letter for supervisor's review	14 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Validation and endorsement to Chief SRS	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Review validation and recommendation for the Director's consideration	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.7. Review and approve/disapprove the EV Recognition Certificate.	4 hour/s	Director; Energy Utilization Management Bureau (EUMB)



	1.8. Notification will be sent to the applicant once the application has been approved/disapproved		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



45. EUMB-EVIMD45 Plug-in Hybrid Electric Vehicle (PHEV) Recognition and Revision of PHEV Data and Information

Pursuant to Section 5 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and as operationalized through Department Circular No. DC2023-05-0012 (Guidelines for the Electric Vehicle (EV) Recognition and Adoption of EV Standard Classification on Road Transport for Incentive Eligibility), the Department of Energy (DOE) shall recognize the types of electric vehicles (EVs), provided that it has at least one (1) electric drive for propulsion.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	Road transport vehicle manufacturers, assemblers, importers, and rebuilders who wants their vehicle/s for sale to be recognized as PHEV			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. NOTICE OF APPLICATION FOR RECOGNITION (ANNEX A) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
2. SPECIFICATION FORM (ANNEX B) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application to EVIMD official email Location: EVIMD Official E-mail: doe.evoffice@gmail.com Notes/Instruction:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/ Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)



If deficiencies of requirements are not settled within 7 working days, the application is forfeited. The Director has the right to disapprove any endorsed EV Recognition Certificate if the submitted documents are inconsistent with the application.	1.2. Assessment of requests and delegation to technical staff	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Determination of completeness of the documents.	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Evaluation, assessment of the application and preparation of response letter for supervisor's review	14 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Validation and endorsement to Chief Science Research Specialist	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Review validation and recommendation for the Director's consideration	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.7. Review and approve/disapprove the EV Recognition Certificate.	4 hour/s	Director; Energy Utilization Management Bureau (EUMB)



	1.8. Notification will be sent to the applicant once the application has been approved/disapproved		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



46. EUMB-EVIMD46 Light Electric Vehicle (LEV) Recognition and Revision of LEV Data and Information

Pursuant to Section 5 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), and as operationalized through Department Circular No. DC2023-05-0012 (Guidelines for the Electric Vehicle (EV) Recognition and Adoption of EV Standard Classification on Road Transport for Incentive Eligibility), the Department of Energy (DOE) shall recognize the types of electric vehicles (EVs), provided that it has at least one (1) electric drive for propulsion.

Office or Division:	Electric Vehicle Industry Management Division (EVIMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	Road transport vehicle manufacturers, assemblers, importers, and rebuilders who wants their vehicle/s for sale to be recognized as LEV			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. NOTICE OF APPLICATION FOR RECOGNITION (ANNEX A) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
2. SPECIFICATION FORM (ANNEX B) (1) Electronic Copy			Department of Energy - Electric Vehicle Industry Management Division	
<i>Remarks:</i> See Annex of the Department Circular No. DC2023-05-0012 (EV Industry PH - Policy).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of application to EVIMD official email Location: EVIMD Official E-mail: doe.evoffice@gmail.com Notes/Instruction:	1.1. Receiving, recording and endorsement of request	None	1 working day/s	Administrative Aide/ Administrative Assistant; Electric Vehicle Industry Management Division (EVIMD)



If deficiencies of requirements are not settled within 7 working days, the application is forfeited. The Director has the right to disapprove any endorsed EV Recognition Certificate if the submitted documents are inconsistent with the application.	1.2. Assessment of requests and delegation to technical staff	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.3. Determination of completeness of the documents.	1 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.4. Evaluation, assessment of the application and preparation of response letter for supervisor's review	14 working day/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.5. Validation and endorsement to Chief SRS	1 working day/s	Supervising Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.6. Review validation and recommendation for the Director's consideration	1 working day/s	Chief Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
	1.7. Review and approve/disapprove the EV Recognition Certificate.	4 hour/s	Director; Energy Utilization Management Bureau (EUMB)



	1.8. Notification will be sent to the applicant once the application has been approved/disapproved		4 hour/s	Science Research Specialist; Electric Vehicle Industry Management Division (EVIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		