



Power Planning and Development Division (PPDD)

External Services



1. EPIMB-PPDD01 Certificate of Endorsement to Energy Regulatory Commission (COE-ERC)

This certificate is necessary for energy-related projects, such as power generation, distribution, and transmission projects, and serves as an official endorsement allowing project proponents to apply for permits, licenses, and approvals from the ERC. The COE ensures that the project is aligned with the DOE's plans and programs and complies with applicable regulations.

Office or Division:	Power Planning and Development Division (PPDD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)	
Who may avail:	Proponents of power projects that are already existing and/or for commissioning.	
Operating Hours:	24/7	
Statute:	ERC Resolution No. 17, Series of 2023.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Request addressed to the EPIMB Director <i>Any of the following:</i>		
1.A. Letter of Request - New Application (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>For New Applications, it should include the official name of the project/generating facility, nameplate capacity in three (3) decimal places in MW, complete location of the project (barangay, municipality, province) and target commercial operations date of the project.</i>		
---- OR ----		
1.B. Letter of Request - for Amendment of COE (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>For Amendment (Amendment of Developer name, capacity, project name, or location), it should include the previously issued COE number, official name of the project/generating facility, nameplate capacity in three (3) decimal places in MW, and complete location of the project (barangay, municipality, province) <u>and the reason for amendment.</u></i>		
Sub Requirement		
1.B.A. Copy of previously issued COE to ERC		
---- OR ----		



1.C. Letter of Request - for renewal of COC (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>It should include the official name of the project, nameplate capacity in three (3) decimal places, and complete location of the project including barangay, municipality and province.</i>	
Sub Requirement	
1.C.A. Copy of previously issued COE to ERC	
2. Company Profile (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Brief details about the company that applying for the endorsement</i>	
3. Project Background / Description (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Including the following information:</i> 1. Official Name of the Company 2. Name of the Generating Facility / Project (please exclude capacity) 3. Nameplate capacity, in three (3) decimal places ◦ For Solar Projects, this should be both MW_{DC} and MW_{AC} ◦ Battery in both MW / MW_h (the capacity must be based on the battery modules) ◦ Oil Based Power Plants: Identify the number of owned (MW) and leased (MW) (if applicable) generating sets 4. Single Line Diagram for ESS 5. Notarized Certification from the company that the declared specifications (Including the Installed Capacity, Official Generating Facility Name, Project location, Taget Testing and Commissioning Date, Target Commercial Operations Date) and the submitted documentary requirements are correct and consistent and that the Proponent is fully accountable for any discrepancies and inconsistencies. 6. Exact location of the power plant/project including the barangay, municipality, and province. ◦ For consistency of information, if the location is within a highly urbanized City, kindly cite the Province where the city is geographically located. 7. For New Power Plant: Target Commissioning and Commercial Operation Date. 8. For Existing Power Plant: Commencement of Operation Date 9. Summary of Off taker/s of the Electric Output with corresponding capacity 10. Engineering, Procurement, and Construction (EPC) Contractor; and 11. Jobs Generated during Construction and During Operation (current number of employees if the plant is already operational).	
4. Proof of Financial Closing <i>Any of the following:</i>	
4.A. Proof of Financial Closing - 100% Equity (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	



- *Notarized Certificate of Availability of Funds indicating to finance 100% of project cost through Internally Generated Funds to be signed by the President or Treasurer of the company with the following information:*
 - *Company/Developer's Name*
 - *Official Project Name*
 - *Capacity in three (3) decimal places [MW and MWp (if solar)][MW and MWh (if ESS)]*
 - *Exact Location of the power plant including the barangay, municipality, and province.*
 - *Amount of Total project cost*
 - *Indicate that it will be financed 100% by the Company*

---- OR ----

4.B. Proof of Financial Closing - Loan-Equity Ratio of the total project cost
(1) Electronic Copy

Applicant / Client

Remarks:

- *Notarized Certification from the Company signed by the President or Treasurer of the Company with the following information:*
 - *Company/Developer's Name*
 - *Official Project Name*
 - *Capacity in three (3) decimal places [MW and MWp (if solar)][MW and MWh (if ESS)]*
 - *Exact Location of the power plant including the barangay, municipality, and province*
 - *Amount of Total project cost and breakdown of Loan-Equity percentage specifying the amount*
 - *Bank Certification or Notarized Memorandum of Agreement or Loan Term Agreement indicating percentage and amount of Financial Assistance/loan to be provided for the development and construction of the project*
2. *Loan Agreement and/or Certification from the Bank indicating that the Bank approves the total loan amount that will partially finance development and construction of the project.*

---- OR ----

4.C. Proof of Financial Closing - For the Financier of the project
(1) Electronic Copy

Applicant / Client

Remarks:

Notarized Memorandum of Agreement/Loan Term Agreement between the company and the financier on the percentage and amount of Financial Assistance/loan to be provided, or any equivalent document

5. Copy of Securities and Exchange Commission (SEC) Registration
(1) Electronic Copy

Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department (CRMD)

6. Historical Generation
(1) Electronic Copy

Applicant / Client

Remarks:

For existing and operational power plants, at least 5 years and in GWh



7. Notarized Certificate of Assumption of Accountability (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>Applicable to the successor company that takes on the ownership and/or takes over the operations of the generation company whether under a new name or using the same company names as the case may be.</i>				
8. Copy of the latest ERC issued Certificate of Compliance (COC) or Provisional Authority to Operate Any of the following:				
8.A. Latest ERC issued Certificate of Compliance (COC) (1) Electronic Copy		Energy Regulatory Commission - Licensing and Market Monitoring Division		
<i>Remarks:</i> <i>In case of expired certificate, submit proof of filing.</i>				
---- OR ----				
8.B. Copy of Provisional Authority to Operate (1) Original Copy		Energy Regulatory Commission - Licensing and Market Monitoring Division		
For Situational Requirement				
A. Additional for Renewable Energy Power Projects				
A.1. Notice to Proceed from the DOE Renewable Energy Management Bureau (1) Electronic Copy		Department of Energy - Renewable Energy Management Bureau		
<i>Remarks:</i> <i>NTP should include the following:</i> <i>Narrative of REMB evaluation on the consistency of the application from DOE-REMB records; Validation of the project specifics, including but not limited to the Developer name, capacity, project name, location, Target Testing and Commissioning and Commercial Operations date.</i> <i>In case of discrepancies and/or inconsistencies, the process will end if REMB either disqualify or disapprove application based on their conducted evaluation.</i> <i>In case of discrepancies and/or inconsistencies in the application and NTP, EPIMB to disapprove the application</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E (Designation; Office)
1. Submission of Request with Complete documents Location:	1.1. Online submission of request (3 working days for review for completeness and all documents)	None	3 working day/s	Science Research Specialist I / Science Research



evoss.ph (https://evoss.ph/) Notes/Instruction: NOTE: Upon submission of request, checking of completeness are within 3 working days.			Specialist II / Senior Science Research Specialist ; Power Planning and Development Division (PPDD)
	1.2. Evaluation of Documents	4 calendar day/s	- Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Renewable Energy Management Bureau (REMB) - Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Power Planning and Development Division (PPDD)
	1.3. Uploading of Notice to Proceed	1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Renewable Energy Management



				t Bureau (REMB)
	1.4. Evaluation of NTP from REMB and Documents submitted and drafting of Letter of Payment and preparation of Order of Payment		1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Power Planning and Development Division (PPDD)
	1.5. Uploading of Order of Payment and Letter for Payment.		1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Power Planning and Development Division (PPDD)
2. Uploading of Proof of Payment Location: evoss.ph (https://evoss.ph/) Notes/Instruction: Note: If proof of payment is not uploaded in the EVOSS System within 5 banking days, the task will automatically be cancelled. End of process.	2. Validation / confirmation of Payment and uploading of proof of payment	Formula Fees Breakdown: Php	1 working day/s	Admin Officer III / Admin Officer V; Treasury Division (TD)
3. Waiting for Endorsement Location:	3.1. Preparation of COE to ERC	None	1 calendar day/s	Science Research Specialist I /



evoss.ph				Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	3.2. Review of the endorsement of COE-ERC		1 calendar day/s	• Division Chief; Power Planning and Development Division (PPDD)
	3.3. Review of the endorsement of COE-ERC		1 calendar day/s	• Assistant Director; Electric Power Industry Management Bureau (EPIMB)
	3.4. Final Review, approval and signing of the COE-ERC		1 calendar day/s	• Director; Electric Power Industry Management Bureau (EPIMB)
	3.5. Uploading of COE		1 calendar day/s	• Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
General Remarks The 12 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above.				



Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete.

- Working days refer to weekdays (Monday to Friday) except holidays.
- Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes.
- Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable.
- For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow Diagram tab, and select Certificate of Endorsement to ERC Process Flow from the available options.

Total Processing Time:	Calendar Days: 12 calendar day/s Working Days: 4 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

- **Php**

Minimum of
Php 500.00
(less than
1MW)
Php 1,000.00
(1MW to less
than 10MW)
Maximum of
Php 10,000.00
or
Php 100.00
per MW of
installed
capacity
whichever is
higher for
10MW and
above



2. EPIMB-PPDD02 Clearance to Undertake System Impact Study (SIS)

This endorsement to NGCP will assist the applicant in securing a System Impact Study for its project. The SIS is essential to determining whether the project has impact to the stability and reliability of the power system.

Note: Calendar days will start once the submitted documents are tagged as complete.

Office or Division:	Power Planning and Development Division (PPDD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Generation Companies
Operating Hours:	24/7
Statute:	Republic Act No. 11234 "Energy Virtual One-Stop Shop Act".
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Letter of Request addressed to Electric Power Industry Management Bureau Director (EPIMB) (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official company name, the official name of the project, capacity in three decimal places, complete location of the project including Barangay, Municipality and Province, Target Commercial Operation Date, Target Commissioning Date, Off-taker/s of the electricity, Target Transmission Line or substation Connection Point, and Service Contract No.</i>	
Sub Requirement	
1.A. For amendment of SIS, provide a copy of previously issued SIS	
2. Company Profile (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Brief information of the Company</i>	
3. Project Background / Description (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Project Background / Description including the following information:</i> 1. Official Name of the Company 2. Official Name of the Generating Facility / Project 3. Installed Capacity (in three decimal places) 4. Exact Location (Barangay, Municipality and Province)	



5. Target Commercial Operation Date
6. Target Commissioning Date
7. Off-taker/s of the electricity.
8. Identify Target Transmission Line Connection Point
9. Single Line Diagram for Energy Storage System

For Situational Requirement

A. Additional for Renewable Energy Power Projects

A.1. Notice to Proceed from the DOE Renewable Energy Management Bureau
(1) Electronic Copy

Department of Energy - Renewable Energy Management Bureau

Remarks:

NTP should include the following:

Narrative of REMB evaluation on the consistency of the application from DOE-REMB records; Validation of the project specifics, including but not limited to the Developer name, capacity, project name, location, Target Testing and Commissioning and Commercial Operations date.

In case of discrepancies and/or inconsistencies, the process will end if REMB either disqualify or disapprove application based on their conducted evaluation.

In case of discrepancies and/or inconsistencies in the application and NTP, EPIMB to disapprove the application

A.2. Certificate of Registration
(1) Electronic Copy

Department of Energy - Renewable Energy Management Bureau

Remarks:

Copy of Certificate of Registration as Renewable Energy (RE) Developer

A.3. Service Contract, Operating Contract, or Certificate of Authority
(1) Electronic Copy

Department of Energy - Renewable Energy Management Bureau

Remarks:

Issued by the Department of Energy - Renewable Energy Management Bureau

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Online submission of Request with complete documents Location: EVOSS system (https://evoss.ph/)	1.1. Review of the submitted documents (review of completeness of documentary requirements).	None	3 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science



Notes/Instruction: <i>Resubmissions are limited to three (3) times, once exceeded, the application will be automatically cancelled. In this regard, applicants need to submit a new application</i>			Research Specialist ; Power Planning and Development Division (PPDD)
	1.2. For Renewable Energy Projects, REMB evaluates if the application is qualified and issue a Notice to Proceed (NTP). PPDD to further evaluate submitted documents	4 calendar day/s	- Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Renewable Energy Management Bureau (REMB) - Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Power Planning and Development Division (PPDD)
	1.3. Uploading of NTP, If the application was tagged as qualified	1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Renewable Energy Management Bureau (REMB)



	1.4. Evaluation of NTP and if Approve/Disapprove the application, drafting of Letter of Endorsement to NGCP	2 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Power Planning and Development Division (PPDD)
	1.5. Review and edit (if needed) the draft letter and endorse for approval and signature	1 calendar day/s	Senior SRS, Supervising SRS, and Chief, PPDD; Power Planning and Development Division (PPDD)
	1.6. Further review and edit (if needed) the draft letter and endorse for approval and signature	1 calendar day/s	Assistant. Director, EPIMB; Power Planning and Development Division (PPDD)
	1.7. Review, approval, and signing. Uploading in the EVOSS System of the signed Clearance to Undertake SIS. End of process.	1 calendar day/s	- Director, EPIMB; Power Planning and Development Division (PPDD) - Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist ; Power



				Planning and Development Division (PPDD)
General Remarks • The 10 calendar days processing time are counted only based on the total number of days indicated as "calendar days" in the table above. • Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete. • Working days refer to weekdays (Monday to Friday) except holidays. • Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes. • Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable. <i>For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Clearance to Undertake SIS from the available options</i>				
Total Processing Time:		Calendar Days: 10 calendar day/s Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. EPIMB-PPDD03 Letter of Endorsement to National Commission on Indigenous Peoples (NCIP) for the issuance of Certification of Pre-Condition (CP)/ Certificate of Non-Overlap (CNO) for Generation Facilities

The issuance of a Certification Precondition (CP) / Certificate of Non-Overlap (CNO) certifies that a project area of a generation company does not overlap with any ancestral domain.

Office or Division:	Power Planning and Development Division (PPDD)																				
Classification:	Complex																				
Type of Transaction:	G2B (Government to Business)																				
Who may avail:	Generation Companies																				
Operating Hours:	24/7																				
Statute:	Republic Act No 11234 "Energy Virtual One-Stop Shop Act"																				
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Letter of Request Addressed to Electric Power Industry Management Bureau Director (EPIMB) (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official name of the project, capacity in three decimal places, and complete location of the project including Barangay, Municipality and Province</i> </td></tr> <tr> <td>2. Copy of the letter of request addressed to the NCIP Regional Director (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official name of the project, capacity in three decimal places, and complete location of the project including Barangay, Municipality and Province</i> </td></tr> <tr> <td>3. Company Profile (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Brief information about the Company</i> </td></tr> <tr> <td>4. Project Background / Description (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Project Background / Description including the following:</i> </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Letter of Request Addressed to Electric Power Industry Management Bureau Director (EPIMB) (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official name of the project, capacity in three decimal places, and complete location of the project including Barangay, Municipality and Province</i>		2. Copy of the letter of request addressed to the NCIP Regional Director (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official name of the project, capacity in three decimal places, and complete location of the project including Barangay, Municipality and Province</i>		3. Company Profile (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Brief information about the Company</i>		4. Project Background / Description (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Project Background / Description including the following:</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
For Standard Requirement																					
1. Letter of Request Addressed to Electric Power Industry Management Bureau Director (EPIMB) (1) Electronic Copy	Applicant / Client																				
<i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official name of the project, capacity in three decimal places, and complete location of the project including Barangay, Municipality and Province</i>																					
2. Copy of the letter of request addressed to the NCIP Regional Director (1) Electronic Copy	Applicant / Client																				
<i>Remarks:</i> <i>Indicating the nature of the request (new or amendment), the official name of the project, capacity in three decimal places, and complete location of the project including Barangay, Municipality and Province</i>																					
3. Company Profile (1) Electronic Copy	Applicant / Client																				
<i>Remarks:</i> <i>Brief information about the Company</i>																					
4. Project Background / Description (1) Electronic Copy	Applicant / Client																				
<i>Remarks:</i> <i>Project Background / Description including the following:</i>																					



1. Official Name of the Company
2. Official Name of the Generating Facility / Project
3. Gross/Nameplate Capacity (in three decimal places)
4. Exact Location (Including Barangay, Municipality, Province)
5. Target Commercial Operation Date
6. Target Testing and Commissioning Date
7. Off-taker/s of the electricity
8. Cooperation period of the Power Supply Agreement (or any equivalent document) with the off-taker/s (applicable if the power plant is already operational)
9. Short narrative description of the project

5. Vicinity Map
(1) Electronic Copy

Applicant / Client

Remarks:

illustrative map that shows the **location of a specific property, project site, or facility** in relation to its **surrounding landmarks, streets, and geographic context**.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Online submission of Request with complete documents Location: EVOSS system (https://evoss.ph/) Notes/Instruction: <i>Resubmissions are limited to three (3) times, once exceeded, the application will be automatically cancelled. In this regard, the applicant needs to submit a new application</i>	1.1. Review of the submitted documents review of the submitted documents	None	3 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.2. Evaluate and Approve/Disapprove the application		1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development



			t Division (PPDD)
	1.3. Preparation letter to NCIP endorsing the project for issuance of a Certification Precondition (CP) / Certificate of Non-Overlap (CNO)	1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.4. Review and edit (if needed) of letter to NCIP and endorse for approval, and signature.	1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.5. Review and edit (if needed) of letter to NCIP and endorse for approval, and signature.	1 calendar day/s	Assistant Director; Electric Power Industry Management Bureau (EPIMB)
	1.6. Final review, approval, signing and Uploading of the signed Endorsement to NCIP	1 calendar day/s	- Director; Electric Power Industry Management Bureau (EPIMB) - Science Research Specialist I / Science Research Specialist II /



				Senior Science Research Specialist; Power Planning and Developmen t Division (PPDD)
General Remarks • The 5 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above. • Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete. • Working days refer to weekdays (Monday to Friday) except holidays. • Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes. • Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable. • For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Certificate of Endorsement to NCIP from the available options				
Total Processing Time:		Calendar Days: 5 calendar day/s Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



4. EPIMB-PPDD04 Endorsement to Board of Investments (BOI)

Service provided by the **Department of Energy (DOE)** to enable applicants to proceed with its application to the Board of Investments (BOI) for registration and availment of incentives.

Office or Division:	Power Planning and Development Division (PPDD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Generation Companies applying for BOI registration and incentives.	
Operating Hours:	24/7	
Statute:	Republic Act No. 11534, otherwise known as the Corporate Recovery and Tax Incentives for Enterprises (CREATE) Act, as amended by RA No. 12066 (CREATE MORE Act), and its Implementing Rules and Regulations (IRR).	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Request addressed to EPIMB Director (1) Electronic Copy		Applicant / Client
2. Company Profile (1) Electronic Copy		Applicant / Client
3. SEC Registration for Partnership and/or Corporation (1) Electronic Copy		Securities and Exchange Commission - Company Registration and Monitoring Department
4. Articles of Incorporation (1) Electronic Copy		Securities and Exchange Commission - Company Registration and Monitoring Department
<i>Remarks:</i> <i>Must be SEC certified machine copy</i>		
5. By-Laws/Partnership (1) Electronic Copy		Securities and Exchange Commission - Company Registration and Monitoring Department
6. Project Profile /Background/Description (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Project Profile /Background/Description to include the following:</i> <i>1. Technical Description of the Project. (For Coal Power Plants, please indicate sources of coal and the percentage of their sources.) including the following information:</i> <i>1. Official Name of the Company</i>		



2. Name of the Generating Facility/Project (please exclude capacity)
 3. Nameplate capacity in MW. For **Battery** in both MW / MWh (the capacity must be based on the battery modules).
 4. Exact location of the power plant including the Barangay, Municipality, and Province
 5. For New Power Plant: Target Commissioning and Commercial Operation Date; For Existing Power Plant: Commencement of Operation Date
 6. Summary of Off-taker/s/ Power Supply Agreement (PSA) of the Electric Output with corresponding capacity and validity of terms, if applicable.
 7. Jobs Generated during construction and during operation (target if new project)
 8. Market / Supply Situation
 9. **Compliance with Tier I Qualification Requirements of the 2022 SIPP** as specified under the CREATE Act, and as amended by Republic Act No. 12066;
 10. Total Investment Cost (Permits and Licenses, Land Acquisition, Civil Works, Machinery and Equipment, and Other related initial costs. For costs in foreign currency, indicate the conversion rate to Php)
2. Single Line Diagram for Energy Storage System

7. Proof of Financial Closing, whichever is available
Any of the following:

7.A. Notarized Certificate of Availability of funds indicating to finance 100% of the project cost through Internally Generated Funds to be signed by the President or Treasurer of the Company
(1) Electronic Copy

Applicant / Client

---- OR ----

7.B. Notarized Certification indicating the Loan-Equity Ratio of the total project cost
(1) Original Copy

Applicant / Client

---- OR ----

7.C. Notarized Memorandum of Agreement/Loan term Agreement between the company and financier on the amount of Financial Assistance/loan to be provided
(1) Original Copy

Applicant / Client

For Situational Requirement

A. For Diesel Plants

A.1. Certificate from fuel supplier indicating compliance with the 2% biodiesel blend
(1) Original Copy

Applicant / Client

A.2. Fuel Supply Agreement
(1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Online submission of Request with complete documents Location:	1.1. Review of the submitted documents (review of completeness and consistency of documentary	None	3 working day/s	Science Research Specialist I / Science Research Specialist II /



EVOSS System (https://www.evoss.ph/) Notes/Instruction: Resubmissions are limited to three (3) times, once exceeded, the application will be automatically cancelled. In this regard, applicants need to submit a new application	requirements / supporting documents)		Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.2. Evaluation/assessment of submitted documents	2 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.3. Preparation of Letter of Endorsement (LOE) to BOI	1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.4. Review and edit (if needed) of LOE-BOI and endorse for approval and signature.	2 calendar day/s	Senior SRS, Supervising SRS, and Chief; Power Planning and Development Division (PPDD)
	1.5. Review and edit (if needed) of LOE-BOI and endorse for approval and signature	1 calendar day/s	Assistant Director; Electric Power



				Industry Management Bureau (EPIMB)
	1.6. Review, approval, and signing of LOE-BOI and Uploading of the signed LOE to BOI in the EVOSS System		1 calendar day/s	- Director; Electric Power Industry Management Bureau (EPIMB) - Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)

General Remarks

- The 7 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above.
- Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete.
- Working days refer to weekdays (Monday to Friday) except holidays.
- Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes.
- Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable.
- For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Certificate of Endorsement to BOI from the available options

Total Processing Time:	Calendar Days: 7 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None



5. EPIMB-PPDD05 Endorsement to Philippine National Police (PNP)

The **Department of Energy (DOE) Letter of Endorsement to the Philippine National Police (PNP)** is issued to support the application of generation companies seeking to **possess or purchase explosives, explosive ingredients, or controlled chemicals**.

Office or Division:	Power Planning and Development Division (PPDD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Generation Companies requesting to Possess/Purchase Explosives/Explosive Ingredients/Controlled Chemicals
Operating Hours:	24/7
Statute:	Republic Act No. 11234 "Energy Virtual One-Stop Shop Act".
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Letter of Request addressed to Electric Power Industry Management Bureau Director (EPIMB) (1) Electronic Copy	Applicant / Client
Remarks: <i>Indicating the specific purpose of the purchase/possession of the explosives/explosive ingredients/controlled chemicals and the detailed information on the name of chemicals/explosive ingredients/explosives, quantities, etc., which will be used in the power generation.</i>	
2. Letter of Request addressed to the PNP Chief (1) Electronic Copy	Applicant / Client
Remarks: <i>Attention to the Chief of Firearms and Explosives Office for the issuance of license to possess explosives/explosive ingredients/controlled chemicals as a PURCHASER including the information on the tentative date of delivery, quantity for delivery and the name of chemicals.</i>	
3. Accomplished Form from PNP Explosives Management Division (1) Electronic Copy	Philippine National Police - Explosives Management Division
Remarks: <i>Accomplished Form from PNP Explosives Management Division for the Request to Possess/Purchase Explosives/Explosive Ingredients/Controlled Chemicals</i>	
4. Copy of DOE Certificate of Endorsement to the Energy Regulatory Commission (1) Electronic Copy	Department of Energy - Electric Power Industry Management Bureau / Power Planning and Development Division
Remarks:	



Copy of DOE Certificate of Endorsement to the Energy Regulatory Commission for the issuance of the Certificate of Compliance

5. Proof of Registration in the Wholesale Electricity Spot Market.
(1) Electronic Copy

Independent Electricity Market Operator of the Philippines - Registration and Stakeholder Services Division

Remarks:

Proof of Registration of the requesting company and the name of the resource facility registered in the Wholesale Electricity Spot Market.

For Situational Requirement

A. If the company is the winning bidder of the NPC-PSALM's assets for privatization

Sub Situational Requirement/s

A.a. Submit copy of any notarized pertinent documents related to the transfers of assets from NPC-PSALM to the winning bidder such as Asset Purchase Agreement (APA), Land Lease Agreement (LLA) Amendment, Accession and Assumption Agreement (AAAA), Deed of Absolute Sale (DOAS), etc.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Online submission of Request with complete documents Location: EVOSS system (https://evoss.ph/) Notes/Instruction: Note: Resubmissions are limited to three (3) times, once exceeded, the application will be automatically cancelled. In this regard, applicant needs to submit a new application.	1.1. Review of the submitted documents (review of completeness of documentary requirements).	None	3 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.2. Evaluate and Approve/Disapprove the application		1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning



			and Development Division (PPDD)
	1.3. preparation of letter of endorsement to the PNP.	1 calendar day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Development Division (PPDD)
	1.4. Review of draft letter of endorsement, edit if needed.	1 calendar day/s	Senior Science Research Specialist / Supervising Science Research Specialist / Chief Science Research Specialist; Power Planning and Development Division (PPDD)
	1.5. Further review of draft letter of endorsement, edit if needed.	1 calendar day/s	Assistant. Director; Electric Power Industry Management Bureau (EPIMB)
	1.6. Review, approval, signing and uploading of the signed Letter of Endorsement to PNP	1 calendar day/s	- Director; Electric Power Industry Management Bureau (EPIMB) - Science Research



				Specialist I / Science Research Specialist II / Senior Science Research Specialist; Power Planning and Developmen t Division (PPDD)
General Remarks • The 5 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above. • Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete. • Working days refer to weekdays (Monday to Friday) except holidays. • Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes. • Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable. • For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Certificate of Endorsement to PNP from the available options				
Total Processing Time:		Calendar Days: 5 calendar day/s Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



6. EPIMB-PPDD06 Issuance of Certificate of Endorsement for Point-to-Point Limited Transmission Facilities for Generation Facilities

This certificate of endorsement to Point-to-Point Limited Transmission Facility to the Energy Regulatory Commission will assist the generation company in securing approval for its application to develop a Point-to-Point Limited Transmission Facility for the connection of its power plant to the grid.

Office or Division:	Power Planning and Development Division (PPDD)																
Classification:	Simple																
Type of Transaction:	G2B (Government to Business)																
Who may avail:	Generation Companies connecting to the grid																
Operating Hours:	24/7																
Statute:	Republic Act No. 11234 "Energy Virtual One-Stop Shop Act".																
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Letter request addressed to EPIMB Director (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Letter request to include the nature of request (new or amendment), official name of the project, company, capacity, and complete location of the project.</i> </td></tr> <tr> <td>2. Company Profile (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Client to provide brief overview of the company profile.</i> </td></tr> <tr> <td>3. Project Background / Description (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Project Background / Description including the following;</i> <i>a. Official Name of the Generating Facility / Project;</i> <i>b. Gross capacity (MW), in three (3) decimal places;</i> <i>c. Dependable capacity (MW), in three (3) decimal places;</i> <i>d. Exact Location of the Generating Facility;</i> <i>e. Target Commercial Operation / Commencement of Operation; and</i> <i>f. Off-taker of the Electric Power Output</i> </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Letter request addressed to EPIMB Director (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Letter request to include the nature of request (new or amendment), official name of the project, company, capacity, and complete location of the project.</i>		2. Company Profile (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Client to provide brief overview of the company profile.</i>		3. Project Background / Description (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Project Background / Description including the following;</i> <i>a. Official Name of the Generating Facility / Project;</i> <i>b. Gross capacity (MW), in three (3) decimal places;</i> <i>c. Dependable capacity (MW), in three (3) decimal places;</i> <i>d. Exact Location of the Generating Facility;</i> <i>e. Target Commercial Operation / Commencement of Operation; and</i> <i>f. Off-taker of the Electric Power Output</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																
For Standard Requirement																	
1. Letter request addressed to EPIMB Director (1) Electronic Copy	Applicant / Client																
<i>Remarks:</i> <i>Letter request to include the nature of request (new or amendment), official name of the project, company, capacity, and complete location of the project.</i>																	
2. Company Profile (1) Electronic Copy	Applicant / Client																
<i>Remarks:</i> <i>Client to provide brief overview of the company profile.</i>																	
3. Project Background / Description (1) Electronic Copy	Applicant / Client																
<i>Remarks:</i> <i>Project Background / Description including the following;</i> <i>a. Official Name of the Generating Facility / Project;</i> <i>b. Gross capacity (MW), in three (3) decimal places;</i> <i>c. Dependable capacity (MW), in three (3) decimal places;</i> <i>d. Exact Location of the Generating Facility;</i> <i>e. Target Commercial Operation / Commencement of Operation; and</i> <i>f. Off-taker of the Electric Power Output</i>																	



4. Articles of Incorporation and By-Laws of the Company (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>Articles of Incorporation and By-Laws of the Company</i>				
5. Transfer/Deed of Assignment (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>Applicable to the successor company that takes on the ownership and/or takes-over the operations of the generation company whether under a new name or using the same company name as the case may be.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Online submission of Request with complete documents Location: EVOSS Website (https://www.evoss.ph/) Notes/Instruction: If the documents submitted were consistent and complete, the task will be tagged as complete and will proceed to evaluation.	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)	None	3 working day/s	• SRS I and/or SRS II; Power Planning and Development Division (PPDD)
	1.2. Evaluation of Documents		1 calendar day/s	• SRS I and/or SRS II; Power Planning and Development Division (PPDD)
	1.3. Preparation of letter of approval and the Certificate of Endorsement		1 calendar day/s	• SRS I and/or SRS II; Power Planning and Development Division (PPDD)
	1.4. Review and signing of the letter of approval and Certificate of Endorsement		1 calendar day/s	• Supervising SRS and Senior SRS; Power Planning and Development Division (PPDD)



	1.5. Review and endorsement of the letter of approval and Certificate of Endorsement, edit if needed.		1 calendar day/s	Assitant Director and Director, EPIMB; Electric Power Industry Management Bureau (EPIMB)
	1.6. Uploading in the EVOSS System of the signed Letter of endorsement to the proponent. - End of process -		1 calendar day/s	SRS I and/or SRS II; Power Planning and Development Division (PPDD)

General Remarks

- The 5 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above.
- Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete.
- Working days refer to weekdays (Monday to Friday) except holidays.
- Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes.
- Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable.
- For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Certificate of Endorsement for Point-to-Point Limited Transmission Facilities from the available options

Total Processing Time:	Calendar Days: 5 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None



7. EPIMB-PPDD07 Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) for Transmission Projects

The issuance of a Endorsement Letter to the National Commission on Indigenous Peoples (NCIP) certifies that a project area of the National Grid Corporation of the Philippines (NGCP) does not overlap with any ancestral domain.

Office or Division:	Power Planning and Development Division (PPDD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	National Grid Corporation of the Philippines' compliance to the requirements of NCIP.			
Operating Hours:	24/7			
Statute:	Republic Act No. 11234 "Energy Virtual One-Stop Shop Act".			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter Request (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Letter of Request addressed to Electric Power Industry Management Bureau (EPIMB) Director</i>				
2. Letter of Request addressed to NCIP (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Letter of Request addressed to NCIP</i>				
3. Project Profile (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Project Profile to include the following;</i> <i>a. Objective of Project;</i> <i>b. Impact Management and Mitigation Plan; and</i> <i>c. Location Map</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Online submission of Request with complete documents Location: EVOSS Website (https://www.evoss.ph) Notes/Instruction: If the document is already complete proceed to evaluation /assessment if approved or disapproved. End of process if tagged as disapproved.	1.1. EPIMB review of the submitted documents (review of completeness of documentary requirements)	None	3 working day/s	SRS I and/or SRS II; Power Planning and Development Division (PPDD)
	1.2. Evaluation of the documents submitted and Preparation of letter of endorsement to NCIP		2 calendar day/s	SRS I and/or SRS II; Power Planning and Development Division (PPDD)
	1.3. Review letter of endorsement to NCIP		1 calendar day/s	Senior SRS, Supervising SRS and Chief of PPDD; Power Planning and Development Division (PPDD)
	1.4. Review letter of endorsement to NCIP		1 calendar day/s	Assistant Director, EPIMB; Electric Power Industry Management Bureau (EPIMB)
	1.5. Review, approve and signing of letter and Uploading in the EVOSS System of the signed Letter of Endorsement to NCIP.		1 calendar day/s	- Director, EPIMB; Electric Power Industry Management Bureau (EPIMB) - Science Research Specialist I / Science Research Specialist II; Power Planning and Development



				t Division (PPDD)
General Remarks • The 5 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above. • Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete. • Working days refer to weekdays (Monday to Friday) except holidays. • Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes. • Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable. • For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Certificate of Endorsement to NCIP for Transmission Projects from the available options				
Total Processing Time:		Calendar Days: 5 calendar day/s Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



8. EPIMB-PPDD08 Issuance of Certificate of Endorsement to the Department of Justice (DOJ) for Non-Immigrant Visa Application

This certificate of endorsement to the DOJ will assist the proponent in securing the Non-Immigrant Visa.

Office or Division:	Power Planning and Development Division (PPDD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Electric Power Industry Stakeholders			
Operating Hours:	24/7			
Statute:	Republic Act No. 11234 "Energy Virtual One-Stop Shop Act".			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Letter of Request addressed to the Electric Power Industry Management Bureau Director</i>				
2. Copy of Valid Passport (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Copy of Valid Passport</i>				
3. Certificate of Employment (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Certificate of Employment</i>				
4. Endorsement from Service Contractor (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>If employed by a company engaged by a subcontractor, endorsement from Service Contractor or Service Contractor to apply on his / her behalf</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Online submission of application Location: evoss.ph (https://evoss.ph)	1.1. Checks the completeness and consistency in form and in substance of application	None	3 working day/s	SRS I and SRS II; Power Planning and Development Division (PPDD)
	1.2. Staff conducts technical evaluation and prepares the memorandum to LS		1 calendar day/s	SRS I and/or SRS II; Power Planning and Development Division (PPDD)
	1.3. Review and approval and endorsement to EPIMB Directors		1 calendar day/s	Senior SRS, Supervising SRS and Chief of PPDD; Power Planning and Development Division (PPDD)
	1.4. Review and approval of the EPIMB-Assistant Director		1 calendar day/s	Assistant Director; Electric Power Industry Management Bureau (EPIMB)
	1.5. EPIMB Director approves and signs the technical evaluation and forwards to LS		1 calendar day/s	Director, EPIMB; Electric Power Industry Management Bureau (EPIMB)
	1.6. LS-OD endorses to concerned division		1 calendar day/s	Director; Legal Services
	1.7. Prepares Certificate of Endorsement (COE) and endorses to LS-OD for review		1 calendar day/s	Concerned LS Division; Legal Services



	1.8. LS-OD review of COE and endorses to EPIMB		1 calendar day/s	Concerned LS Division; Legal Services
	1.9. PPDD prepares the letter of transmittal to the applicant		1 calendar day/s	Chief of PPDD; Power Planning and Development Division (PPDD)
	1.10. Review and approval of the EPIMB Assistant Director		1 calendar day/s	Assistant Director; Electric Power Industry Management Bureau (EPIMB)
	1.11. Review and signing of the COE by the EPIMB Director and transmittal to PPDD and Upload the scanned copy of signed Letter and Certificate of Endorsement		1 calendar day/s	- Director ; Electric Power Industry Management Bureau (EPIMB) - Science Research Specialist I / Science Research Specialist II; Power Planning and Development Division (PPDD)

General Remarks

- The 10 calendar days processing time are counted only based on the total number of days indicated as “calendar days” in the table above.
- Calendar days refers to any day of the year including weekends and holidays. Calendar days will start once the submitted documents are tagged as complete.
- Working days refer to weekdays (Monday to Friday) except holidays.
- Calendar days are observed for the processes corresponding to the actual evaluation including review, and approval/disapproval of the application, while the working days refers to the pre-evaluation processes.
- Should the Process Holder fail to take action within the prescribed period, the process shall be deemed complete or approved, as applicable.
- For a detailed process flow, please visit www.evoss.ph, go to the EPIMB Process Flow tab, and select Certificate of Endorsement to the DOJ from the available options



Total Processing Time:	Calendar Days: 10 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None