



Information and Data Management Division (IDMD)

External Services



1. ITMS-IDMD01 Provision of Energy Data & Information through the Energy Data Center (Academe) (for 1-50 data items)

IDMD provides energy data and information to academic institutions to support graduate and postgraduate students in using real-world data for their theses, dissertations, and capstone projects—ensuring practical relevance and academic rigor in their work.

Office or Division:	Information and Data Management Division (IDMD)	
Classification:	Complex	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Academe	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Government-Issued ID Any Government-Issued ID		
2. Proof of Affiliation (1) Original Copy	Applicant / Client	
3. Endorsement letter (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>Endorsement from the Dean/Professor of the academic institution</i>		
4. Letter of Intent (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>Submit a Letter of Intent addressed to :</i> <i>Atty. Paolo G. Fondevilla</i> <i>Director</i> <i>Information Technology and Management Services</i> <i>Department of Energy</i> <i>Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access.</i>		
5. Data Request Form (DRF) (1) Original Copy	Department of Energy - Information and Data Management Division (IDMD)	



Remarks:

The Data Request Form (DRF) will be provided by the IDMD upon evaluation and confirmation that the primary documents submitted are sufficient

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of intent and supporting documents Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: <i>Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access</i> <i>Client may submit the letter of intent and supporting documents either in person or via email at edcp@doe.gov.ph</i>	1.1. IDMD shall determine completeness of the documents submitted	None	1 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
	1.2. Prepare the list of available data and provide it to the client through email or in person		4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
2. Review the provided list and select the data that is required Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	2. 1. Prepare the Data Request Form (DRF) and provide it to client	None	4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)



3. Sign the DRF with list of available data Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: For Petroleum data request disapproved DRFs, client may file an appeal with the Review and Evaluation Committee (REC) within fifteen (15) days from notice of such disapproval	3.1. Have the request approved by the concerned division (PRDD, CNMD, GEMD, HOEMD, SWEMD) or his /her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative.	None	1 working day/s	• Division chief; Petroleum Resources Development Division (PRDD) • Division chief; Geothermal Energy Management Division (GEMD) • Division chief; Coal and Nuclear Minerals Division (CNMD) • Division chief; Solar and Wind Energy Management Division (SWEMD) • Division chief; Hydropower and Ocean Energy Management Division (HOEMD)
	3.2. Prepare the Data Use Agreement Form (DUAF) and provide to the client		30 minute/s	• Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
4. Sign the DUAF Location: Energy Data Center of the Philippines (EDCP),	4. 1. EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means	None	4 working day/s, 6 hour/s, 30 minute/s	• Science Research Assistant or Science Research Specialists II



2nd Floor, EDCP Bldg., Department of Energy				or Senior Science Research Specialist; Information and Data Managemen t Division (IDMD)
General Remarks Students are required to submit a copy of their study or thesis within three months of completing their research, either in person or by emailing a digital copy to edcp@doe.gov.ph.				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. ITMS-IDMD01-01 Provision of Energy Data & Information through the Energy Data Center (Academe) (for more than 50 data items)

IDMD provides energy data and information to academic institutions to support graduate and postgraduate students in using real-world data for their theses, dissertations, and capstone projects—ensuring practical relevance and academic rigor in their work.

Office or Division:	Information and Data Management Division (IDMD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Academe	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Government-Issued ID Any Government-Issued ID		
2. Proof of Affiliation (1) Original Copy		Applicant / Client
3. Endorsement letter (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Endorsement from the Dean/Professor of the academic institution</i>		
4. Letter of Intent (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Submit a Letter of Intent addressed to :</i> <i>Atty. Paolo G. Fondevilla</i> <i>Director</i> <i>Information Technology and Management Services</i> <i>Department of Energy</i> <i>Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access.</i>		
5. Data Request Form (DRF) (1) Original Copy		Department of Energy - Information and Data Management Division (IDMD)



Remarks:

The Data Request Form (DRF) will be provided by the IDMD upon evaluation and confirmation that the primary documents submitted are sufficient

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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	3.2. Prepare the Data Use Agreement Form (DUAF) and provide to the client		30 minute/s	• Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
4. Sign the DUAF Location: Energy Data Center of the Philippines (EDCP),	4. 1. EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means	None	11 working day/s, 6 hour/s, 30 minute/s	• Science Research Assistant or Science Research Specialists II



2nd Floor, EDCP Bldg., Department of Energy				or Senior Science Research Specialist; Information and Data Managemen t Division (IDMD)
General Remarks Students are required to submit a copy of their study or thesis within three months of completing their research, either in person or by emailing a digital copy to edcp@doe.gov.ph.				
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. ITMS-IDMD02 Provision of Petroleum and Coal Data and Information through the Energy Data Center (for 1-50 data items)

IDMD provides energy data and information to government agencies and instrumentalities, service contractors, potential investor, researcher, and other persons/entities that may be allowed by the DOE for their geological analysis and translation for energy resource exploration and development.

Office or Division:	Information and Data Management Division (IDMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Government Agencies, Service Contractors, Investors, Researchers, and other persons/entities that may be allowed by the DOE upon written request.	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent (1) Original Copy		Applicant / Client
<i>Remarks:</i> Submit a Letter of Intent addressed to : Atty. Paolo G. Fondevilla Director Information Technology and Management Services Department of Energy Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access.		
2. Proof of affiliation (1) Original Copy		Applicant / Client
3. Government issued ID Any Government Issued ID		
4. Data Request Form (DRF) (1) Original Copy		Department of Energy - Information and Data Management Division (IDMD)
<i>Remarks:</i> The DRF will be provided by the IDMD upon evaluation and confirmation that the primary documents submitted are sufficient		
For Situational Requirement		
A. Additional Requirement for Representative No. 1		



A.1. Authorization Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Kindly provide an authorization letter if the request is being made by someone other than the head of the company</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of intent and supporting documents Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: <i>Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access</i> <i>Client may submit the letter of intent and supporting documents either in person or via email at edcp@doe.gov.ph</i>	1.1. IDMD shall determine completeness of the documents submitted	None	1 hour/s	Science Research Assistant or Science Research Specialist II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
	1.2. Prepare the list of available data and provide it to the client through email or in person		4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
2. Review the provided list and select the data that is required Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	2. 1. Prepared the Data Request Form (DRF) and provide it to client	None	4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data



				Management Division (IDMD)
3. Sign DRF with list of available data Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: For disapproved DRFs, client may file an appeal with the Review and Evaluation Committee (REC) within fifteen (15) days from notice of such disapproval	3.1. Have the request approved by the concerned division (PRDD,CNMD) or his/her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative.	None	1 working day/s	- Division Chief; Petroleum Resources Development Division (PRDD) - Division Chief; Coal and Nuclear Minerals Division (CNMD) - Division Chief; Information and Data Management Division (IDMD)
	3.2. Prepare the Data Use Agreement Form (DUAF) and provide to client		30 minute/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
4. Sign the DUAF Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	4.1. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)	None	30 minute/s	Science Research Assistant or Science Research Specialists II ; Information and Data Management Division (IDMD)
	4.2. Approve the BS through COMS		30 minute/s	Senior Science Research Specialist; Information and Data



				Management Division (IDMD)
	4.3. Process the Order of Payment in the COMS and email it to the client		30 minute/s	• Accounting Staff; Accounting Division (AD)
5. Pay the necessary processing fee as indicated in the Order of Payment, whether in cash, check, or both to the Cashier/Collecting Officer, or Submit the proof of payment if paid through bank Location: Window 2, Treasury Division, Ground Floor, Annex Bldg. Department of Energy	5. 1. Process the payment and issue the Official Receipt	Formula Fees Breakdown: Processing fee	30 minute/s	• Collecting Officer; Treasury Division (TD)
6. Submit proof of payment Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	6. 1. EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means	None	4 working day/s, 4 hour/s, 30 minute/s	• Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
General Remarks The client must submit reports, evaluations, and/or reprocessed data generated from EDCP within three (3) years upon receipt of the data				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees • Processing fee General report = Php1400.00 / report				



Well report = Php1400.00 / well

Wire Line = Php1400.00/well

Seismic Data = Php1400.00/ line series

Well Core and Sample = Php1500.00 /section

Data fee Computation for Coal data

Coal General Report = Php2,300 / report



4. ITMS-IDMD02-01 Provision of Petroleum and Coal Data and Information through the Energy Data Center (for more than 50 data items)

IDMD provides energy data and information to government agencies and instrumentalities, service contractors, potential investor, researcher, and other persons/entities that may be allowed by the DOE for their geological analysis and translation for energy resource exploration and development.

Office or Division:	Information and Data Management Division (IDMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Government Agencies, Service Contractors, Investors, Researchers, and other persons/entities that may be allowed by the DOE upon written request.	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent (1) Original Copy		Applicant / Client
<i>Remarks:</i> Submit a Letter of Intent addressed to : Atty. Paolo G. Fondevilla Director Information Technology and Management Services Department of Energy Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access.		
2. Proof of affiliation (1) Original Copy		Applicant / Client
3. Government issued ID Any Government Issued ID		
4. Data Request Form (DRF) (1) Original Copy		Department of Energy - Information and Data Management Division (IDMD)
<i>Remarks:</i> The DRF will be provided by the IDMD upon evaluation and confirmation that the primary documents submitted are sufficient		
For Situational Requirement		
A. Additional Requirement for Representative		



A.1. Authorization Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Kindly provide an authorization letter if the request is being made by someone other than the head of the company</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of intent and supporting documents Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: <i>Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access</i> <i>Client may submit the letter of intent and supporting documents either in person or via email at edcp@doe.gov.ph</i>	1.1. IDMD shall determine completeness of the documents submitted	None	1 hour/s	Science Research Assistant or Science Research Specialist II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
	1.2. Prepare the list of available data and provide it to the client through email or in person		4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
2. Review the provided list and select the data that is required Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	2. 1. Prepared the Data Request Form (DRF) and provide it to client	None	4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data



				Management Division (IDMD)
3. Sign DRF with list of available data Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: For disapproved DRFs, client may file an appeal with the Review and Evaluation Committee (REC) within fifteen (15) days from notice of such disapproval	3.1. Have the request approved by the concerned division (PRDD,CNMD) or his/her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative.	None	1 working day/s	- Division Chief; Petroleum Resources Development Division (PRDD) - Division Chief; Coal and Nuclear Minerals Division (CNMD) - Division Chief; Information and Data Management Division (IDMD)
	3.2. Prepare the Data Use Agreement Form (DUAF) and provide to client		30 minute/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
4. Sign the DUAF Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	4.1. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)	None	30 minute/s	Science Research Assistant or Science Research Specialists II ; Information and Data Management Division (IDMD)
	4.2. Approve the BS through COMS		30 minute/s	Senior Science Research Specialist; Information and Data



				Management Division (IDMD)
	4.3. Process the Order of Payment in the COMS and email it to the client		30 minute/s	• Accounting Staff; Accounting Division (AD)
5. Pay the necessary processing fee as indicated in the Order of Payment, whether in cash, check, or both to the Cashier/Collecting Officer, or Submit the proof of payment if paid through bank Location: Window 2, Treasury Division, Ground Floor, Annex Bldg. Department of Energy	5. 1. Process the payment and issue the Official Receipt	Formula Fees Breakdown: Processing fee	30 minute/s	• Collecting Officer; Treasury Division (TD)
6. Submit proof of payment Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	6. 1. EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means	None	11 working day/s, 4 hour/s, 30 minute/s	• Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
General Remarks The client must submit reports, evaluations, and/or reprocessed data generated from EDCP within three (3) years upon receipt of the data				
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees • Processing fee General report = Php1400.00 / report				



Well report = Php1400.00 / well

Wire Line = Php1400.00/well

Seismic Data = Php1400.00/ line series

Well Core and Sample = Php1500.00 /section

Data fee Computation for Coal Data

Coal General Report = Php2,300 / report



5. ITMS-IDMD03 Provision of Renewable Energy Data and Information through the Energy Data Center (for 1-50 data items)

IDMD provides energy data and information to government agencies and instrumentalities, service contractors, potential investor, researcher, and other persons/entities that may be allowed by the DOE for their geological analysis and translation for energy resource exploration and development.

Office or Division:	Information and Data Management Division (IDMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Government Agencies, Service Contractors, Investors, Researchers, and other persons/entities that may be allowed by the DOE upon written request.	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent (1) Original Copy		Applicant / Client
<i>Remarks:</i> Submit a Letter of Intent addressed to : Atty. Paolo G. Fondevilla Director Information Technology and Management Services Department of Energy Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access.		
2. Proof of affiliation (1) Original Copy		Applicant / Client
3. Government issued ID Any Government Issued ID		
4. Data Request Form (DRF) (1) Original Copy		Department of Energy - Information and Data Management Division (IDMD)
<i>Remarks:</i> The Data Request Form (DRF) will be provided by the IDMD upon evaluation and confirmation that the primary documents submitted are sufficient		
For Situational Requirement		
A. Additional Requirement for Representative		



A.1. Authorization Letter (1) Original Copy			Applicant / Client	
Remarks: Kindly provide an authorization letter if the request is being made by someone other than the head of the company				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of intent and supporting documents Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: Please indicate in the letter the requestor's name, address, designation, and purpose of the request for data access Client may submit the letter of intent and supporting documents either in person or via email at edcp@doe.gov.ph	1.1. IDMD shall determine completeness of the documents submitted	None	1 hour/s	Science Research Assistant or Science Research Specialist II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
	1.2. Prepare the list of available data and provide it to the client through email or in person		4 hour/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
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				Management Division (IDMD)
3. Sign Data Request Form (DRF) with list of available data Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	3.1. Have the request approved by the concerned division (GEMD, HOEMD, SWEMD) or his/her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative.	None	1 working day/s	- Division Chief; Geothermal Energy Management Division (GEMD) - Division Chief; Hydropower and Ocean Energy Management Division (HOEMD) - Division Chief; Solar and Wind Energy Management Division (SWEMD) - Division Chief; Information and Data Management Division (IDMD)
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	4.3. Process the Order of Payment in the COMS and email it to the client		30 minute/s	• Accounting Staff; Accounting Division (AD)
5. Pay the necessary data fee as indicated in the Order of Payment, whether in cash, check, or both to the Cashier/Collecting Officer, or Submit the proof of payment if paid through bank Location: Window 2, Treasury Division, Ground Floor, Annex Bldg. Department of Energy	5. 1. Process the payment and issue the Official Receipt	Formula Fees Breakdown: Data fee	30 minute/s	• Collecting Officer; Treasury Division (TD)
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Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



- **Data fee**

Data Fee Computation

Geothermal General Report = Php2,300

Geothermal Well Report = Php3,300



6. ITMS-IDMD03-01 Provision of Renewable Energy Data and Information through the Energy Data Center (for more than 50 data items)

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<i>Remarks:</i> The DRF will be provided by the IDMD upon evaluation and confirmation that the primary documents submitted are sufficient		
For Situational Requirement		
A. Additional Requirement for Representative		



A.1. Authorization Letter (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Kindly provide an authorization letter if the request is being made by someone other than the head of the company</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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				Management Division (IDMD)
3. Sign Data Request Form (DRF) with list of available data Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	3.1. Have the request approved by the concerned division (GEMD, HOEMD, SWEMD) or his/her authorized representative depending on the type of data requested, and by the Chief of the IDMD or his/her duly authorized representative.	None	1 working day/s	- Division Chief; Geothermal Energy Management Division (GEMD) - Division Chief; Hydropower and Ocean Energy Management Division (HOEMD) - Division Chief; Solar and Wind Energy Management Division (SWEMD) - Division Chief; Information and Data Management Division (IDMD)
	3.2. Prepare the Data Use Agreement Form (DUAF) and provide to client		30 minute/s	Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
4. Sign the DUAF Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	4.1. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS)	None	30 minute/s	Science Research Assistant or Science Research Specialists II ; Information and Data Management



				t Division (IDMD)
	4.2. Approve the BS through COMS		30 minute/s	• Senior Science Research Specialist; Information and Data Management Division (IDMD)
	4.3. Process the Order of Payment in the COMS and email it to the client		30 minute/s	• Accounting Staff; Accounting Division (AD)
5. Pay the necessary data fee as indicated in the Order of Payment, whether in cash, check, or both to the Cashier/Collecting Officer, or Submit the proof of payment if paid through bank Location: Window 2, Treasury Division, Ground Floor, Annex Bldg. Department of Energy	5. 1. Process the payment and issue the Official Receipt	Formula Fees Breakdown: Data fee	30 minute/s	• Collecting Officer; Treasury Division (TD)
6. Submit proof of payment Location: Energy Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy	6. 1. EDCP shall prepare and release the requested data through Secure File Transfer Protocol (SFTP) or other acceptable means	None	11 working day/s, 4 hour/s, 30 minute/s	• Science Research Assistant or Science Research Specialists II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
Total Processing Time:		Working Days: 14 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Formula / Schedule of Fees				



- **Data fee**

Data Fee Computation

Geothermal General Report = Php2,300

Geothermal Well Report = Php3,300



7. ITMS-IDMD05 Receiving of Incoming Documents (For Single Transaction)

This process is certified under ISO 9001:2015, which includes the systematic receipt, encoding into the Energy Application Monitoring System (EAMS), and logging all incoming documents.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All stakeholders			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Transmittal or Cover Letter (1) Original Copy			Applicant / Client	
2. Pre-numbered stub and filled-out Visitor's Monitoring Slip (1) Original Copy			Department of Energy - Lobby Guard	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Client submits the document through Personal Delivery and/or Courier Services Location: Receiving Unit, Ground Floor, Department of Energy-Old Lobby	1.1. Check if the documents are complete, ensuring that the addressee's information is accurate, and that all necessary attachments are included.	None	20 minute/s	Administrative Officer VI/ Administrative Officer III/ Administrative Officer I/ Administrative Aide IV/ Administrative Aide IV/ Administrative Aide II; Information and Data Management Division (IDMD)
	1.2. Stamp received at the upper right most of the document indicating the time and date of receipt and affix the initial of the receiving staff. For courier transactions, if		20 minute/s	Administrative Officer VI/ Administrative Officer III/ Administrative Officer I/ Administrative Aide VI/



incomplete, indicate the lacking documents below the stamp then proceed in the receiving of the documents.		Administrative Aide IV/ Administrative Aide II; Information and Data Management Division (IDMD)
1.3. Sort/segregate documents received by bureaus/services/offices .	20 minute/s	Administrative Officer V/ Administrative Officer III/ Administrative Officer I/ Administrative Aide IV/ Administrative Aide II; Information and Data Management Division (IDMD)
1.4. Encode in the Energy Application Monitoring System (EAMS).	30 minute/s	Administrative Officer V/ Administrative Officer III/ Administrative Aide VI/ Administrative Aide IV/ Administrative Aide II; Information and Data Management Division (IDMD)
1.5. Scan the documents and attach in the corresponding EAMS number.	30 minute/s	Administrative Officer V/ Administrative Officer III/ Administrative Aide VI/ Administrative Aide IV/ Administrative Aide II; Information and Data Management Division (IDMD)



	1.6. Record in the corresponding logbook for dispatching.		20 minute/s	Administrative Officer V/ Administrative Officer III/ Administrative Officer I/ Administrative Aide VI/ Administrative Aide IV/ Administrative Aide II; Information and Data Management Division (IDMD)
	1.7. Route the documents to the concerned bureaus/services/offices		5 hour/s, 40 minute/s	Administrative Aide II; Information and Data Management Division (IDMD)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		



8. ITMS-IDMD06 Request for Information (under the Freedom of Information (FOI)) - 15 Working Days

The Freedom of Information (FOI) is implemented as the people's constitutional right to information within the Executive Branch of the government. It promotes transparency, accountability, and public participation in the government.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All Citizens / stakeholders			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	The Freedom of Information (FOI) Executive Order, Executive Order No. 2, s. 2016, was signed by Rodrigo Duterte on July 23, 201			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. eFOI Request Form/ Standard Request Form (1) Electronic Copy Or (1) Original Copy			Applicant / Client	
<i>Remarks:</i> www.foi.gov.ph FOI Office, Ground Floor, DOE Old Bldg.				
2. Valid ID Student ID/Company ID/Passport/Driver's License/National ID or Other government-issued ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Lodge a Request for Information Location: www.foi.gov.ph / FOI Office, Ground Flr., Department of Energy Annex Bldg.	1.1. Check and validate the contact information of the requesting party	None	4 hour/s	• FOI Receiving Officer; Information and Data Management Division (IDMD)
Notes/Instruction:	1.2. Check if the request for information		4 hour/s	• FOI Receiving



I. If the provided information is incorrect or the request needs further clarification, the requesting party is given 60 working days to comply. Failure to comply within the given time period, request will be deemed automatically closed. II. If the requested information is not available in the agency, the request will be denied or will be referred to the correct agency.	is valid		Officer; Information and Data Management Division (IDMD)
	1.3. Coordinate with FOI Action Officers (FAO) to confirm if the requested information is available	1 working day/s, 6 hour/s	- FOI Receiving Officer; Information and Data Management Division (IDMD) - FOI Action Officers; DOE - All Bureaus/Services/Offices
	1.4. Forward the request to the concerned FOI Decision Maker (FDM)	2 hour/s	- FOI Receiving Officer; Information and Data Management Division (IDMD) - FOI Decision Maker; DOE - All Bureaus/Services/Offices
	1.5. Process the request.	11 working day/s	- FOI Action Officer; DOE - All Bureaus/Services/Offices - FOI Decision Maker; DOE - All Bureaus/Services/Offices
	1.6. Release the requested information	1 working day/s	FOI Decision Maker; DOE - All Bureaus/Services/Offices
Total Processing Time:		Working Days: 15 working day/s	
Total Processing Fee:		Total Standard Fee: None	



Office Legend

Office Groups and Divisions					
DOE - All Bureaus/Services/Offices					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Petroleum Resources Development Division (PRDD)	Coal and Nuclear Minerals Division (CNMD)	Renewable Energy Management Bureau (REMB)
Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)	Policy Formulation and Research Division (PFRD)	Energy Cooperation and Coordination Division (ECCD)	Electric Power Industry Management Bureau (EPIMB)	Power Planning and Development Division (PPDD)	Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)	Information Technology and Management Services (ITMS)	Information Technology Division (ITD)	Information Services Division (ISD)	Information and Data Management Division (IDMD)	Financial Services (FS)
Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional Energy Legal Services Division (DCELSD)	Upstream Conventional Energy Legal Services Division (UCELSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)



Office Groups and Divisions					
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				



9. ITMS-IDMD06-01 Request for Information (under the Freedom of Information (FOI)) - With extensive research - 35 Working Days

The Freedom of Information (FOI) Executive Order, **Executive Order No. 2, s. 2016**, was signed by Rodrigo Duterte on July 23, 2016. The order implemented the people's constitutional right to information within the Executive Branch of the government. It promotes transparency, accountability, and public participation in the government.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All Citizens/Stakeholders			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Executive Order No. 02, series of 2016			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. eFOI Request Form/ Standard Request Form (1) Electronic Copy Or (1) Original Copy			Electronic Mode: www.foi.gov.ph / Standard Mode - Information and Data Management Division (IDMD)	
<i>Remarks:</i> www.foi.gov.ph FOI Office, Ground Floor, DOE-Annex Bldg.				
2. Valid ID Student ID/Company ID/Passport/Driver's License/National ID or Other government-issued ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Lodge a Request for Information Location: www.foi.gov.ph / FOI Office, Ground Floor, Department of Energy-Annex Bldg.	1.1. Check and validate the contact information of the requesting party.	None	4 hour/s	• FOI Receiving Officer; Information and Data Management Division (IDMD)
Notes/Instruction:	1.2. Check if the request for information		4 hour/s	• FOI Receiving



I. <i>If the provided information is incorrect or the request needs further clarification, the requesting party is given 60 working days to comply. Failure to comply within the given time period, request will be deemed automatically closed.</i> II. <i>If the requested information is not available in the agency, the request will be denied or will be referred to the correct agency.</i>	is valid.		Officer; Information and Data Management Division (IDMD)
	1.3. Coordinate with Freedom Of Information Action Officers (FAO) to confirm if the requested information is available.	1 working day/s, 6 hour/s	- Freedom Of Information Receiving Officer; Information and Data Management Division (IDMD) - FOI Action Officers; DOE - All Bureaus/Ser vices/Offices
	1.4. Forward the request to the concerned Freedom Of Information Decision Maker (FDM).	2 hour/s	FOI Receiving Officer/ FOI Decision Maker; Information and Data Management Division (IDMD)
	1.5. Process the request.	11 working day/s	FOI Action Officer / FOI Decision Maker; DOE - All Bureaus/Ser vices/Offices
	1.6. Extend the request and inform the client that the reason for the extension is due to an extensive search of government office records.	20 working day/s	- Freedom of Information Action Officer; DOE - All Bureaus/Ser vices/Offices - FOI Decision Maker; DOE - All Bureaus/Ser vices/Offices
	1.7. Release the requested information.	1 working day/s	FOI Action Officer; DOE - All



				Bureaus/Ser vices/Offices
Total Processing Time:		Working Days: 35 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
DOE - All Bureaus/Services/Offices					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Petroleum Resources Development Division (PRDD)	Coal and Nuclear Minerals Division (CNMD)	Renewable Energy Management Bureau (REMB)
Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)	Policy Formulation and Research Division (PFRD)	Energy Cooperation and Coordination Division (ECCD)	Electric Power Industry Management Bureau (EPIMB)	Power Planning and Development Division (PPDD)	Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)	Information Technology and Management Services (ITMS)	Information Technology Division (ITD)	Information Services Division (ISD)	Information and Data Management Division (IDMD)	Financial Services (FS)
Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional	Upstream Conventional	Power Legal Services Division	Renewable Energy Legal	General Legal Services Division	Administrative Services (AS)



Office Groups and Divisions					
Energy Legal Services Division (DCELS)	Energy Legal Services Division (UCELS)	(PLSD)	Services Division (RELS)	(GLSD)	
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				



10. ITMS-IDMD07 Authentication of Documents (For Single Request - 1 to 1,500 pages)

Authentication of documents is important because it ensures that a document is genuine, prevents fraud, and makes it legally valid. It confirms the identity of the person who signed the document and proves that it was executed properly. In legal proceedings, authenticated documents are necessary for admissibility as evidence. Notarized documents are given more weight because they are presumed authentic.

Rule 132 of the Rules of Court; In the Philippines, the legal basis for obtaining a certified true copy (CTC) of official documents is primarily governed by administrative regulations and notarial laws, which outline the procedures and authorities involved in issuing these copies.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All Stakeholders			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Rule 132 of the Rules of Court			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request letter for Certified True Copy of documents. (1) Original Copy			Applicant / Client	
2. Endorsement Letter from document originator (1) Original Copy			Department of Energy - Concerned Bureaus/Services/Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Endorse a request letter for authentication. Location: Department of Energy- Main Bldg., Old Lobby, Ground Floor Records Management Section-Receiving Unit Notes/Instruction:	1.1. Receive the endorsement letter of request from concerned bureau/service/office for the Director's instruction, and forward it to the Information and Data Management Division for processing.	None	2 hour/s	Office of the Director-Executive Assistant/ Computer Operator II/ Administrative Aide II; Information Technology and Management Services (ITMS)



1. If the requested document is not in the custody of the Information and Data Management Division (IDMD), we will coordinate with the concerned bureau, service, or office to obtain the original or official copy of the document. 2. For less than 1,500 pages - 3 working days For more than 1,501 pages - 5 working days				- Director; Information Technology and Management Services (ITMS) - Concerned Bureaus/Services/Offices ; DOE - All Bureaus/Services/Offices
	1.2. Check if the requested document is in the custody of IDMD.		15 minute/s	Administrative Officer V/ Administrative Aide VI; Information and Data Management Division (IDMD)
	1.3. Prepare the Billing Statement in the Collection Monitoring System (COMS).		1 hour/s	Administrative Officer V/ Administrative Aide VI; Information and Data Management Division (IDMD)
	1.4. Approve the prepared Billing Statement in the COMS.		1 hour/s	- Division Chief (Approver); Information and Data Management Division (IDMD) - Administrative Officer V (Alternate); Information and Data Management Division (IDMD)
	1.5. Process the Order of Payment in the COMS and email it to the client for payment.		15 minute/s	Accountant IV; Accounting Division (AD)
2. Pay necessary fees as indicated in the	2. Process the payment and issue the Official	Standard Fees	10 minute/s	Collection Officer;



Order of Payment Location: Treasury Division, Ground Floor, DOE- Annex Bldg. Notes/Instruction: The Order of Payment will be generated by the DOE Accounting Division and will be sent to the client's provided email. Once received, the client may settle the payment at the DOE treasury Division. For payments done thru direct bank deposits or online, be sure to secure an Official Receipt from DOE's Treasury Division. Account Name: DOE Trust Fund Account Number: 3982-1098-59 Bank Address: Land Bank of the Philippines - Energy Center Branch Swift Code: TLBPPHMM Beneficiary Address: Department of Energy, Energy Center, BGC, Taguig City Once settled, please provide ITMS-IDMD the proof of payment. First page - Php20.00 Additional fees per succeeding page - Php2.00	Receipt.	Breakdown: First page: PHP 20 Total: PHP 20 Possible Fees Breakdown: Additional fees per succeeding page: PHP 2	Treasury Division (TD)
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3. Present the Official Receipt or the validated Deposit Slip. Location: Records Center, Ground Floor, DOE- Mutlipurpose Bldg.	3.1. Obtain a receipt from the client as proof of payment.	None	10 minute/s	Admin. Officer V/ Admin. Aide VI; Information and Data Management Division (IDMD)
	3.2. Reproduce the requested document/s according to the request of the client.		5 hour/s	Admin. Officer V/ Admin. Aide VI/ Admin. Aide IV; Information and Data Management Division (IDMD)
	3.3. Stamp the documents and forward them to the authorized signatory for authentication.		6 hour/s	Admin. Officer V/ Admin. Aide VI; Information and Data Management Division (IDMD)
	3.4. Sign / authenticate the document/s.		1 working day/s	Division Chief/ Admin. Officer V ; Information and Data Management Division (IDMD)
	3.5. Inform the requesting party through email that the document/s is/are ready for pick-up.		10 minute/s	Admin. Officer V/ Admin. Aide VI; Information and Data Management Division (IDMD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 20 See other fees below		
Possible Fees				



- Additional fees per succeeding page : 2

Office Legend

Office Groups and Divisions					
DOE - All Bureaus/Services/Offices					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Petroleum Resources Development Division (PRDD)	Coal and Nuclear Minerals Division (CNMD)	Renewable Energy Management Bureau (REMB)
Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)	Policy Formulation and Research Division (PFRD)	Energy Cooperation and Coordination Division (ECCD)	Electric Power Industry Management Bureau (EPIMB)	Power Planning and Development Division (PPDD)	Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)	Information Technology and Management Services (ITMS)	Information Technology Division (ITD)	Information Services Division (ISD)	Information and Data Management Division (IDMD)	Financial Services (FS)
Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional Energy Legal Services Division (DCELSD)	Upstream Conventional Energy Legal Services Division (UCELSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)



Office Groups and Divisions					
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				



11. ITMS-IDMD07-01 Authentication of Documents (For Single Request - more than 1,500 pages)

Authentication of documents is important because it ensures that a document is genuine, prevents fraud, and makes it legally valid. It confirms the identity of the person who signed the document and proves that it was executed properly. In legal proceedings, authenticated documents are necessary for admissibility as evidence. Notarized documents are given more weight because they are presumed authentic.

Rule 132 of the Rules of Court; In the Philippines, the legal basis for obtaining a certified true copy (CTC) of official documents is primarily governed by administrative regulations and notarial laws, which outline the procedures and authorities involved in issuing these copies.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All Stakeholders			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Rule 132 of the Rules of Court			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request letter for Certified True Copy of documents. (1) Original Copy			Applicant / Client	
2. Endorsement Letter from document originator (1) Original Copy			Department of Energy - Concerned Bureaus/Services/Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Endorse a request letter for authentication. Location: Records Center, Ground Floor, Department of Energy-Multipurpose Bldg. Notes/Instruction: 1. If the requested document is not in the custody of the	1.1. Receive the endorsement letter of request from concerned bureau/service/office for the Director's instruction, and forward it to the Information and Data Management Division for processing.	None	1 hour/s	• OD-Executive Assistant/ Computer Operator II/ Administrative Aide II; Information Technology and Management Services (ITMS)



Information and Data Management Division (IDMD), we will coordinate with the concerned bureau, service, or office to obtain the original or official copy of the document. 2. For less than 1,500 pages - 3 working days For more than 1,501 pages - 5 working days				- Director; Information Technology and Management Services (ITMS) - Concerned Bureaus/Services/Offices ; DOE - All Bureaus/Services/Offices
	1.2. Check if the requested document is in the custody of IDMD.		30 minute/s	Administrative Officer V/ Administrative Aide IV; Information and Data Management Division (IDMD)
	1.3. Prepare the Billing Statement in the Collection Monitoring System (COMS).		1 hour/s	Administrative Officer V/ Administrative Aide IV; Information and Data Management Division (IDMD)
	1.4. Approve the prepared Billing Statement in the COMS.		30 minute/s	- Division Chief (Approver); Information and Data Management Division (IDMD) - Administrative Officer V (Alternate); Information and Data Management Division (IDMD)
	1.5. Process the Order of Payment in the COMS and email it to the client for payment.		15 minute/s	Accountant IV; Accounting Division (AD)
2. Pay necessary fees as indicated in the	2. Process the payment and issue the Official	Standard Fees	10 minute/s	Collection Officer;



Order of Payment Location: Treasury Division, Ground Floor, DOE- Annex Bldg. Notes/Instruction: The Order of Payment will be generated by the DOE Accounting Division and will be sent to the client's provided email. Once received, the client may settle the payment at the DOE treasury Division. For payments done thru direct bank deposits or online, be sure to secure an Official Receipt from DOE's Treasury Division. Account Name: DOE Trust Fund Account Number: 3982-1098-59 Bank Address: Land Bank of the Philippines - Energy Center Branch Swift Code: TLBPPHMM Beneficiary Address: Department of Energy, Energy Center, BGC, Taguig City Once settled, please provide ITMS-IDMD the proof of payment. First page - Php20.00 Additional fees per succeeding page - Php2.00	Receipt.	Breakdown: First page: PHP 20 Total: PHP 20 Possible Fees Breakdown: Additional fees per succeeding page: PHP 2	Treasury Division (TD)
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3. Present the Official Receipt or the validated Deposit Slip. Location: Records Center, Ground Floor, Department of Energy-Multipurpose Bldg.	3.1. Obtain a receipt from the client as proof of payment.	None	15 minute/s	Administrative Officer V/ Administrative Aide VI; Information and Data Management Division (IDMD)
	3.2. Reproduce the requested document/s according to the request of the client.		6 hour/s	Administrative Officer V/ Administrative Aide IV; Information and Data Management Division (IDMD)
	3.3. Stamp the documents and forward it to the authorized signatory for authentication.		6 hour/s	Administrative Officer V/ Administrative Aide IV; Information and Data Management Division (IDMD)
	3.4. Sign / authenticate the document/s.		3 working day/s	Division Chief/ Administrative Officer V ; Information and Data Management Division (IDMD)
	3.5. Inform the requesting party via email that the document/s is/are ready for pick-up.		20 minute/s	Administrative Officer V/ Administrative Aide IV; Information and Data Management Division (IDMD)
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 20 See other fees below		
Possible Fees Additional fees per succeeding page : 2				



Office Legend

Office Groups and Divisions					
DOE - All Bureaus/Services/Offices					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Petroleum Resources Development Division (PRDD)	Coal and Nuclear Minerals Division (CNMD)	Renewable Energy Management Bureau (REMB)
Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)	Policy Formulation and Research Division (PFRD)	Energy Cooperation and Coordination Division (ECCD)	Electric Power Industry Management Bureau (EPIMB)	Power Planning and Development Division (PPDD)	Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)	Information Technology and Management Services (ITMS)	Information Technology Division (ITD)	Information Services Division (ISD)	Information and Data Management Division (IDMD)	Financial Services (FS)
Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional Energy Legal Services Division (DCELSD)	Upstream Conventional Energy Legal Services Division (UCELSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)



Office Groups and Divisions					
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				



Information and Data Management Division (IDMD)

Internal Services



1. ITMS-IDMD04 Provision of Energy Data and Information Through the Energy Data Center (DOE Employees) (for 1-50 data items)

IDMD provides energy data and information to DOE employees to support research and reporting requirements, in accordance with Department Circular No. DC2023-10-0028

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Units			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. List of data to be requested (1) Original Copy			Applicant / Client	
2. Data Request Form (DRF) (1) Original Copy			Department of Energy - Information and Data Management Division (IDMD)	
<i>Remarks:</i> <i>Electronic Mode: edcp@doe.gov.ph</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Provide the list of data to be requested Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg. Department of Energy Notes/Instruction: DOE employees may submit their list of requested data either in person or via email at edcp@doe.gov.ph	1. IDMD shall prepare the Data Request Form (DRF)	None	4 hour/s	Science Research Assistant, Science Research Specialist II, Senior Science Research Specialist ; Information and Data Management Division (IDMD)
2. Sign the DRF with list of available data	2.1. Have the request approved by the concerned division	None	1 working day/s	Division Chief; Petroleum



Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: DOE employees may submit the signed DRF either in person or via email at edcp@doe.gov.ph	(PRDD, CNMD, HOEMD, GEMD, SEMD, BEMD, WEMD) or his/her authorized representative depending on the type of data requested, and by the Chief of the IDMD of his/her duly authorized representative		Resources Development Division (PRDD) • Division Chief; Coal and Nuclear Minerals Division (CNMD) • Division Chief; Solar Energy Management Division (SEMD) • Division Chief; Wind Energy Management Division (WEMD) • Division Chief; Hydropower and Ocean Energy Management Division (HOEMD) • Division Chief; Biomass Energy Management Division (BEMD) • Division Chief; Geothermal Energy Management Division (GEMD)
	2.2. EDCP shall release the data or provide online access to the requested data	1 working day/s	• Science Research Assistant, Science Research Specialist II, Senior Science Research Specialist; Information and Data Management



3. Receive or view the data online Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg. Department of Energy Notes/Instruction: DOE employees may access the data either in person or online through the following platforms: 1. https://nedr.doe.gov.ph/ 2. EDCP OneDrive	3. IDMD will monitor the viewing access of the client	None	4 hour/s	t Division (IDMD) • Science Research Assistant or Science Research Specialist II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
General Remarks DOE employee may request for an extension of online viewing either in person or via email at edcp@doe.gov.ph				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. ITMS-IDMD04-01 Provision of Energy Data and Information Through the Energy Data Center (DOE Employees) (for more than 50 data items)

IDMD provides energy data and information to DOE employees to support research and reporting requirements, in accordance with Department Circular No. DC2023-10-0028

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Units			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Department Circular No. DC2023-10-0028 Guidelines on the Petroleum Data Declassification and Free Data Access			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. List of data to be requested (1) Original Copy			Applicant / Client	
2. Data Request Form (DRF) (1) Original Copy			Department of Energy - Information and Data Management Division (IDMD)	
Remarks: <i>Electronic Mode: edcp@doe.gov.ph</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Provide details of the requested data, e.g., basin, contract no., data type Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg. Department of Energy Notes/Instruction: DOE employees may submit their list of requested data either in	1. IDMD shall prepare the Data Request Form (DRF)	None	4 hour/s	Science Research Assistant, Science Research Specialist II, Senior Science Research Specialist ; Information and Data Management Division (IDMD)



person or via email at edcp@doe.gov.ph				
2. Sign the DRF with list of available data Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg., Department of Energy Notes/Instruction: DOE employees may submit the signed DRF either in person or via email at edcp@doe.gov.ph	2.1. Have the request approved by the concerned division (PRDD, CNMD, HOEMD, GEMD, SEMD, BEMD, WEMD) or his/her authorized representative depending on the type of data requested, and by the Chief of the IDMD of his/her duly authorized representative	None	1 working day/s	• Division Chief; Petroleum Resources Development Division (PRDD) • Division Chief; Coal and Nuclear Minerals Division (CNMD) • Division Chief; Solar Energy Management Division (SEMD) • Division Chief; Wind Energy Management Division (WEMD) • Division Chief; Hydropower and Ocean Energy Management Division (HOEMD) • Division Chief; Biomass Energy Management Division (BEMD) • Division Chief; Geothermal Energy Management Division (GEMD)
	2.2. EDCP shall release the data or provide online access to the requested data		1 working day/s	• Science Research Assistant, Science Research Specialist II, Senior Science



				Research Specialist; Information and Data Management Division (IDMD)
3. Receive or view the data online Location: Energy Data Center of the Philippines (EDCP), 2nd Floor, EDCP Bldg. Department of Energy Notes/Instruction: DOE employees may access the data either in person or online through the following platforms: 1. https://nedr.doe.gov.ph/ 2. EDCP OneDrive	3. IDMD will monitor the viewing access of the client	None	4 working day/s, 4 hour/s	• Science Research Assistant or Science Research Specialist II or Senior Science Research Specialist; Information and Data Management Division (IDMD)
General Remarks DOE employee may request for an extension of online viewing either in person or via email at edcp@doe.gov.ph				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. ITMS-IDMD08 Publication of DOE Issuances (For single request)

Under the Executive Order No. 200, issued on June 18, 1987, by the then President Corazon C. Aquino, publication of laws, orders, and other official government issuances must be published through the Official Gazette or in a newspaper of general circulation before they become effective. This promotes transparency and ensurance for the public to be properly informed about new laws and regulations.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Department of Energy - Bureaus/Services/Offices			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Under the Executive Order No. 200, issued on June 18, 1987, by the then President Corazon C. Aquino			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Memorandum request (1) Original Copy			Department of Energy - Concerned Bureau/Service/Office	
2. Final and official Word file of the issuance (1) Electronic Copy			Department of Energy - Concerned Bureau/Service/Office	
3. Quotation and layout of the issuance from the publishing companies (1) Electronic Copy Or (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Department of Energy concerned Bureau/Service/Office must submit a request for the Publication of the issuance, along with the final and official Word file. Location: ITMS Office, Ground Floor, Department of Energy-Old Bldg. Notes/Instruction:	1.1. Receive the request from concerned Bureau/ Service/ Office for publication of the issuance for the Director's instruction and forward it to the Information and Data Management Division (IDMD) for processing.	None	30 minute/s	• OD-Executive Assistant/ Computer Operator II/ Administrative Aide II ; Information Technology and Management Services (ITMS) • Director; Information Technology



1. Publishing Companies are required to submit quotations and layout via recordspublication@doe.gov.ph			and Management Services (ITMS)
	1.2. Request and gather quotations and layouts from at least three (3) publishing companies.	4 hour/s	Administrative Officer V/ Administrative Officer I; Information and Data Management Division (IDMD)
	1.3. Collate and check the accuracy of the submitted quotations and layout design from the publishing companies and determine the lowest calculated and most responsive bidder/s.	1 working day/s	Administrative Officer V/ Administrative Officer I; Information and Data Management Division (IDMD)
	1.4. Prepare and review the memorandum, matrix, terms of reference, and other relevant documents for the Director's approval,	2 hour/s	Chief Science Research Specialist/ Administrative Officer V, Administrative Officer I; Information and Data Management Division (IDMD)
	1.5. Sign and approve the memorandum, matrix and terms of reference and other relevant documents.	30 minute/s	Director; Information Technology and Management Services (ITMS)
	1.6. Submit the signed documents to the BAC Secretariat for evaluation.	15 minute/s	Administrative Officer I; Information and Data Management Division (IDMD)
	1.7. Check the completeness of the documents based on the Checklist of Requirements for	15 minute/s	Bids and Awards Committee Secretariat; Procurement



Procurement of Goods and Services and forward to the BAC Chairman for approval.		Management Division (PMD)
1.8. Approve the memorandum request for the procurement of publication.	4 hour/s	Bids and Awards Committee Chairman; Office of the Undersecretary
1.9. Conduct and participate in the BAC meeting and award the procurement of publication to the lowest calculated and responsive bidder/s.	1 working day/s	- Bids and Awards Committee members / Technical Working Group / Secretariat/ End-user; DOE Offices, Bureaus, Services, Units - Director; Information Technology and Management Services (ITMS) - Chief SRS; Information and Data Management Division (IDMD)
1.10. Prepare a Letter Order for the winning bidder/s, indicating the date of publication, for the Director's approval.	30 minute/s	- Division Chief/ Administrative Officer I; Information and Data Management Division (IDMD) - Director; Information Technology and Management Services (ITMS)



	1.11. Email the signed Letter Order to the winning bidder/s to proceed with the publication.		20 minute/s	Administrative Officer I; Information and Data Management Division (IDMD)
Total Processing Time:		Working Days: 3 working day/s, 4 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
DOE Offices, Bureaus, Services, Units					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Petroleum Resources Development Division (PRDD)	Coal and Nuclear Minerals Division (CNMD)	Renewable Energy Management Bureau (REMB)
Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)	Policy Formulation and Research Division (PFRD)	Energy Cooperation and Coordination Division (ECCD)	Electric Power Industry Management Bureau (EPIMB)	Power Planning and Development Division (PPDD)	Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)	Information Technology and Management Services (ITMS)	Information Technology Division (ITD)	Information Services Division (ISD)	Information and Data Management Division (IDMD)	Financial Services (FS)



Office Groups and Divisions					
Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional Energy Legal Services Division (DCELSD)	Upstream Conventional Energy Legal Services Division (UCELSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				



4. ITMS-IDMD09 Messengerial Delivery Service (For single request)

To dispatch official mails from various bureaus/services/offices to the appropriate recipients.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Bureaus/Services/Offices			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request for Messengerial Service Form (Form No. 1) (1) Original Copy And (1) Photo Copy			Information Technology Management Services (ITMS) - Information and Data Management Division (IDMD)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit mails to be delivered and attach the duly accomplished Request for Messengerial Service Form (Form No. 1). Location: FOI Office, Ground Floor, Department of Energy-Annex Bldg. Notes/Instruction: <i>1. The sender must ensure all details on the envelope are accurate, including the recipient's name, office/company name, and the complete address.</i> <i>2. The sender must verify that the documents inside the envelope are correct and complete.</i>	1.1. Stamp received request for messengerial service form (Form No. 1) and indicate the date and time of receipt. (must be original with duplicate)	None	1 hour/s	Administrative Officer I/ Administrative Assistant II; Information and Data Management Division (IDMD)
	1.2. Encode the mail for personal delivery in the Records Management System (RMS) and indicate the generated control number on both the mail and Form No. 1.		1 hour/s	Administrative Officer I/ Administrative Assistant II; Information and Data Management Division (IDMD)
	1.3. Sort the mails by their destination and		10 minute/s	Administrative Officer I,



3. Make sure that the Form No. 1 is duly signed and acknowledged by the addressee/reipient.	place them in the appropriate designated box for delivery.			Administrative Assistant II; Information and Data Management Division (IDMD)
4. Properly file the original Form No. 1 for reference.				
Total Processing Time:		Working Days: 2 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
DOE - All Bureaus/Services/Offices					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Petroleum Resources Development Division (PRDD)	Coal and Nuclear Minerals Division (CNMD)	Renewable Energy Management Bureau (REMB)
Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)	Policy Formulation and Research Division (PFRD)	Energy Cooperation and Coordination Division (ECCD)	Electric Power Industry Management Bureau (EPIMB)	Power Planning and Development Division (PPDD)	Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)	Information Technology and Management Services (ITMS)	Information Technology Division (ITD)	Information Services Division (ISD)	Information and Data Management Division (IDMD)	Financial Services (FS)



Office Groups and Divisions					
Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional Energy Legal Services Division (DCELSD)	Upstream Conventional Energy Legal Services Division (UCELSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				



5. ITMS-IDMD10 Mailing/Postal Services (For single request)

Official mails from various bureaus, offices, or services will be sent using postal services.

Office or Division:	Information and Data Management Division (IDMD)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	DOE Bureaus/Services/Offices			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Mailing / Postal Service Form (Form No. 2) (1) Original Copy			Information Technology Management Services (ITMS) - Information and Data Management Division (IDMD)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit mail with the attached duly accomplished forms. Location: FOI Office, Ground Floor, Department of Energy-Annex Bldg. Notes/Instruction: <i>1. Letter - Attach a duly accomplished request form for mailing/postal service (Form No. 2). 2. Include the duly accomplished PHLPOST forms: 2.1. For registered mail, attach the Registry Return Receipt (blue). 2.2. For express mail, attach the Express Mail form (EMS) (white and orange). 2.3. For international destinations, attach the</i>	1.1. Receive and check the mail if the requirements are complete.	None	20 minute/s	Administrative Officer I/ Administrative Assistant II; Information and Data Management Division (IDMD)
	1.2. Sort and weigh mail according to type of postal service and destination and indicate the rate per mail.		1 hour/s	Administrative Officer I/ Administrative Assistant II; Information and Data Management Division (IDMD)
	1.3. Stamp Indicia in the envelope as required by PHILPOST.		1 hour/s	Administrative Officer I/ Administrative Assistant II; Information and Data



<i>Advice of Receipt/Delivery/Entry (pink).</i> <i>2.4. For domestic parcels, attach the PHLPOST Domestic Parcel form (blue and white).</i> <i>3. Indicate the cost of postage according to the rates provided by PHLPOST.</i>			Managemen t Division (IDMD)
	1.4. Encode in the Mailing List the details indicated in the letter including the rate of the mail.	2 hour/s, 30 minute/s	Administrativ e Officer I/ Administrativ e Assistant II; Information and Data Managemen t Division (IDMD)
	1.5. Attach the tracking stickers to the letter, mailing list and the Registry Return Receipt for tracking purposes.	2 hour/s, 30 minute/s	Administrativ e Officer I/ Administrativ e Assistant II; Information and Data Managemen t Division (IDMD)
	1.6. Prepare the Certificate of Mailing for approval of the Division Chief.	20 minute/s	Administrativ e Officer I/ Administrativ e Assistant II; Information and Data Managemen t Division (IDMD)
	1.7. Approve the Certificate for Mailing	10 minute/s	Division Chief; Information and Data Managemen t Division (IDMD)
	1.8. Inform the postman that the mail is ready for pickup.	10 minute/s	Administrativ e Officer I/ Administrativ e Assistant II; Information and Data Managemen t Division (IDMD)
Total Processing Time:		Working Days: 1 working day/s	
Total Processing Fee:		Total Standard Fee: None	



Office Legend

Office Groups and Divisions					
DOE - All Bureaus/Services/Offices					
Department of Energy	Office of the Secretary	Investment Promotion Office (IPO)	Consumer Welfare and Promotion Office (CWPO)	Public Affairs Office (PAO)	Internal Audit Division (IAD)
Office of the Undersecretary	Office of the Assistant Secretary	Energy Resource Development Bureau (ERDB)	Petroleum Resources Development Division (PRDD)	Coal and Nuclear Minerals Division (CNMD)	Renewable Energy Management Bureau (REMB)
Solar and Wind Energy Management Division (SWEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division	National Renewable Energy Board - Technical Services and Management Division (NREB-TSMD)	Energy Utilization Management Bureau (EUMB)
Alternative Fuels and Energy Technology Division (AFETD)	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Electric Vehicle Industry Management Division (EVIMD)	Nuclear Energy Division (NED)
Oil Industry Management Bureau (OIMB)	Oil Industry Standards and Monitoring Division (OISMD)	Oil Industry Competition and Monitoring Division (OICMD)	Natural Gas Management Division (NGMD)	Retail Market Monitoring and Special Concerns Division (RMMSCD)	Energy Policy and Planning Bureau (EPPB)
Planning Division (PD)	Policy Formulation and Research Division (PFRD)	Energy Cooperation and Coordination Division (ECCD)	Electric Power Industry Management Bureau (EPIMB)	Power Planning and Development Division (PPDD)	Power Market Development Division (PMDD)
Rural Electrification Administration and Management Division (REAMD)	Information Technology and Management Services (ITMS)	Information Technology Division (ITD)	Information Services Division (ISD)	Information and Data Management Division (IDMD)	Financial Services (FS)
Budget Division (BD)	Accounting Division (AD)	Conventional Energy Resources Compliance Division (CERCD)	Renewable Energy Resources Compliance Division (RERCD)	Power Compliance Division (PCD)	Legal Services (LS)
Downstream Conventional Energy Legal Services Division (DCELSD)	Upstream Conventional Energy Legal Services Division (UCELSD)	Power Legal Services Division (PLSD)	Renewable Energy Legal Services Division (RELSD)	General Legal Services Division (GLSD)	Administrative Services (AS)
General Services Division (GSD)	Human Resource Management Division (HRMD)	Treasury Division (TD)	Procurement Management Division (PMD)	Records Management Division (RMD)	Energy Research Testing and Laboratory Services (ERTLS)



Office Groups and Divisions					
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)	Lighting and Appliance Division (LATD)	Department of Energy - Luzon Field Office	Energy Industry Management Division (LFO-EIMD)	Energy Resource Development and Utilization Division (LFO-ERDUD)	Department of Energy - Visayas Field Office
Energy Industry Management Division (VFO-EIMD)	Energy Resource Development and Utilization Division (VFO-ERDUD)	Legal Section (VFO-Legal)	VFO - Cashier	Office of the Director (VFO-OD)	Department of Energy - Mindanao Field Office
Energy Industry Management Division (MFO-EIMD)	Energy Resource Development and Utilization Division (MFO-ERDUD)				