



Information Services Division (ISD)
External Services



1. ITMS-ISD01 Provision of Infographics Services

Provision of energy service contract maps (Petroleum, Coal, Power Plant, Solar, Wind, Hydropower, Geothermal & Biomass) and other customized maps can be acquired in printed and/or digital format.

Office or Division:	Information Services Division (ISD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Any individual, company, academic institution, or research organization			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request with Order Details (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>For Walk-in Clients: Submit request letter or accomplish the ISD Request Form</i> <i>For Off-site Clients: Provide request details through Email or Phone Call</i> <i>Please ensure that your request includes the following details:</i> • Title of Energy Resource Map • Quantity of copies needed • Type of Paper (for printed maps)				
For Situational Requirement				
A. For Digital Copy of Map/s				
A.1. Accomplished Terms of Use in Electronic File Form (1) Original Copy Or (1) Electronic Copy			Department of Energy - Information Technology and Management Services- Information Services Division	
B. For Student Availing the Map/s for Free				
B.1. Endorsement letter from the Head of School (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submit the request Location: a. For Walk-in Client : Information Services Division Office Databank Lobby, Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City b. For Off-site Client : send via email to rdrapete@doe.gov.ph, itms-isd@doe.gov.ph or call at tel. no. (Trunkline)(632)8479- 2900 local 254 / 391	1.1. Receive, evaluate and endorse the request	None	20 minute/s	Information Technology Officer III / Information Technology Officer II; Information Services Division (ISD)
	1.2. Validate with the client the final items/order details and provide all the required forms to be accomplished by the client		20 minute/s	Administrative Assistant III / ISD Personnel; Information Services Division (ISD)
2. Validate and confirm the request Location: For Walk-in Client : Information Services Division Office Databank Lobby, Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City For Off-site Client : send via email to rdrapete@doe.gov.ph, itms-isd@doe.gov.ph or call at tel. no. (Trunkline)(632)8479- 2900 local 254 / 391 Notes/Instruction: For phone call request or confirmation of order details, the client's email address must be provided to issue the Order of Payment through COMS.	2. Issuance of Order of Payment	None	25 minute/s	Accounting Staff; Accounting Division (AD)
3. Pay the required fee Location:	3. Issue the DOE Official Receipt using	Possible Fees	25 minute/s	Administrative Officer



Treasury Division Office Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City Any Landbank Branch	COMS and send it via email	Breakdown: 24"x36" (Brightwhite Paper) : PHP 1150 24"x36" (Photo paper) : PHP 1800 36"x48" (Brightwhite Paper) : PHP 1800 36"x48" (Photo paper) : PHP 2800 A4 size paper : PHP 125		(AO) ; Treasury Division (TD)
4. Provide copy of DOE Official Receipt /proof of payment Location: For Walk-in Client : Information Services Division Office Databank Lobby, Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City For Off-site Client : send via email to itms-isd@doe.gov.ph	4.1. Process the request	None	2 working day/s	• Information Technology Officer I; Information Services Division (ISD)
	4.2. Check the generated/ printed map		4 hour/s	• Information Technology Officer I/Information Technology Officer II; Information Services Division (ISD)
	4.3. Release/send the map to client		2 hour/s, 30 minute/s	• Administrative Assistant III / ISD Personnel; Information Services Division (ISD)
General Remarks Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees				



- **24"x36" (Brightwhite Paper) : 1150**
- **24"x36" (Photo paper) : 1800**
- **36"x48" (Brightwhite Paper) : 1800**
- **36"x48" (Photo paper) : 2800**
- **A4 size paper : 125**



2. ITMS-ISD02 Provision of Geomatics Services (1 Thematic Map)

Provision of energy service contract technical data and other geodetic information by generating one (1) thematic map (Map of petroleum, coal, and renewable areas) related to energy resources and other spatial energy data using datasets that require geoprocessing, geodetic computation or simple layout design. The map may be provided in printed and/or digital format.

Office or Division:	Information Services Division (ISD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Any individual, company, academic institution, or research organization			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request with Order Details (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>For Walk-in Clients: Submit request letter or accomplish the ISD Request Form</i> <i>For Off-site Clients: Provide request details through Email or Phone Call</i> <i>Please ensure that your request includes the following details:</i> • Title of Energy Resource Map • Quantity of copies needed • Type of Paper (for printed maps)				
For Situational Requirement				
A. For Digital Copy of Map/s				
Sub Situational Requirement/s				
A.a. Accomplished Terms of Use in Electronic File Form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request Location: a. For Walk-in Client : Information Services Division Office Databank Lobby, Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City	1.1. Receive, evaluate and endorse the request	None	20 minute/s	• Information Technology Officer III / Information Technology Officer II; Information Services



b. For Off-site Client : send via email to rdrapete@doe.gov.ph, itms-isd@doe.gov.ph or call at tel. no. (Trunkline)(632)8479- 2900 local 254 / 391	1.2. Validate with the client the final items/order details and provide all the required forms to be accomplished by the client		20 minute/s	Division (ISD) Administrative Assistant III / ISD Personnel; Information Services Division (ISD)
2. Validate and confirm the request Location: For Walk-in Client : Information Services Division Office Databank Lobby, Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City For Off-site Client : send via email to rdrapete@doe.gov.ph, itms-isd@doe.gov.ph contact Tel. No. (Trunkline)(632)8479- 2900 local 254 / 391 Notes/Instruction: For phone call request or confirmation of order details, the client's email address must be provided to issue the Order of Payment through COMS.	2. Issuance of Order of Payment	None	25 minute/s	Accounting Staff; Accounting Division (AD)



3. Pay the required fee Location: Treasury Division Office Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City Any Landbank Branch	3. Issue the DOE Official Receipt using COMS and send it via email	Possible Fees Breakdown: 24"x36" (Brightwhite Paper): PHP 1150 24"x36" (Photo paper): PHP 1800 36"x48" (Brightwhite Paper)): PHP 1800 36"x48" (Photo paper) : PHP 2800 A4 size paper: PHP 125	25 minute/s	• Administrative Officer (AO) ; Treasury Division (TD)
4. Provide copy of DOE Official Receipt /proof of payment Location: For Walk-in Client : Information Services Division Office Databank Lobby, Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City For Off-site Client : send via email to itms-isd@doe.gov.ph	4.1. Process the request	None	2 working day/s	• Information Technology Officer I; Information Services Division (ISD)
	4.2. Check the generated/ printed map		4 hour/s	• Information Technology Officer I/Information Technology Officer II; Information Services Division (ISD)
	4.3. Release/send the map to client		2 hour/s, 30 minute/s	• Administrative Assistant III / ISD Personnel; Information Services Division (ISD)
General Remarks Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



See other fees below

Possible Fees

- **24"x36" (Brightwhite Paper) : 1150**
- **24"x36" (Photo paper) : 1800**
- **36"x48" (Brightwhite Paper) : 1800**
- **36"x48" (Photo paper) : 2800**
- **A4 size paper : 125**



3. ITMS-ISD03 Verification of the Area of Interest (AOI) for the Small-Scale Coal Mining Permit (SSCMP) and the conduct of a diligent preliminary determination (DPD) for the issuance of Area Clearance

The Geomatics Section administers and performs the evaluation of the geographic location of all energy applications and contract areas through survey plan with corresponding survey returns to ensure availability and avoid overlap with existing energy contracts for the same resource.

Office or Division:	Information Services Division (ISD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	SSCMP Applicant, Department of Energy Field Office			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request letter for SSCMP Area Clearance (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
2. Location map with Technical Description of the applied area (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Prepared, certified, signed, and sealed by the Geodetic Engineer who conducted the survey.</i>				
3. Accomplished Lot Data Computation Form (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
4. Certificate of tie point coordinates or geodetic control point used in the survey (1) Original Copy Or (1) Electronic Copy			Department of Environment and Natural Resources - Land Management Bureau or the National Mapping and Resource Information Authority	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for Area Clearance Location: Department of Energy Luzon Field Office - Government Center, Nueva Vizcaya,	1.1. Receive by office staff and endorse by the authorized personnel to ISD all documents from the Department of Energy Field Office	None	2 hour/s	Administrative Aide II / Administrative Assistant I / Executive Assistant I / Director III ; ITMS, Office



Pangasinan Road, Brgy. Carmay East (Purok 06) Rosales 2441, Pangasinan Department of Energy Visayas Field Office - 3rd Floor, Escario Building, 731 Escario Street, Capitol Site, Cebu City Department of Energy Mindanao Field Office -3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City			of the Director
	1.2. Receive, record, evaluate for completeness, and endorse the survey returns to the Geomatics Section.	2 hour/s	Administrative Assistant III/ Information Technology Officer II / Information Technology Officer III; Information Services Division (ISD)
	1.3. Process the area verification and conduct Diligent Preliminary Determination (DPD) to generate the Area Clearance documents including the verification report, technical description (TD), map, and Transmittal Letter	5 working day/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
	1.4. Check and review the Area Clearance (AC) documents and recommend for approval/disapproval of the Area Clearance to the ITMS Director	1 working day/s	Information Technology Officer II/Information Technology Officer III; Information Services Division (ISD)
	1.5. Approve / Disapprove the AC	3 hour/s	Director III; ITMS, Office of the Director
	1.6. Release the approved/disapproved AC application	1 hour/s	Administrative Aide II / Administrative Assistant I / Executive Assistant I ; ITMS, Office of the Director



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



4. ITMS-ISD04 Conduct Technical Evaluation for the Approval of the Coal Block Boundary Survey

The Geomatics Section administers and verifies the survey returns submission for the conducted boundary survey of Coal to ensure accuracy and avoid overlap with existing energy contracts or permits for the same resource.

Office or Division:	Information Services Division (ISD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Coal Operating Contract Holder/ Coal Company	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Request letter for approval of COC boundary survey (1) Original Copy And (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Kindly address the request letter/email to:</i> <i>The Director</i> <i>Information Technology and Management Services</i> <i>Attention: The Chief</i> <i>Information Services Division</i> itms-isd@doe.gov.ph , rdrapete@doe.gov.ph		
2. Transmittal of Survey Returns (1) Original Copy And (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Prepared by the Geodetic Engineer who conducted the boundary survey.</i>		
3. Survey Plan (1) Original Copy		Applicant / Client
<i>Remarks:</i> <i>Prepared, certified, signed, and sealed by the Geodetic Engineer who conducted the survey.</i>		
4. Survey Report (1) Original Copy And (1) Electronic Copy		Applicant / Client



<i>Remarks:</i> <i>Prepared by the Geodetic Engineer who conducted the boundary survey.</i>				
5. Field Notes and field notes cover, duly notarized (1) Original Copy And (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Prepared by the Geodetic Engineer who conducted the boundary survey.</i>				
6. Traverse Computation (1) Original Copy And (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Prepared by the Geodetic Engineer who conducted the boundary survey.</i>				
7. Certificate of tie point coordinates or geodetic control point used in the survey (1) Original Copy And (1) Electronic Copy			Department of Environment and Natural Resources - Land Management Bureau or the National Mapping and Resource Information Authority	
8. Geodetic Engineer's PRC ID (1) Photo Copy Or (1) Electronic Copy			Professional Regulation Commission - Issuing Division/Office	
9. Geodetic Engineer's Professional Tax Receipt (PTR) (1) Photo Copy And (1) Electronic Copy			Local Government Unit or Provincial Government Unit Office - Local city or municipal hall's Treasurer's Office / Provincial Treasurer's Office	
<i>Remarks:</i> <i>Issued by the Local Government Unit or Provincial Government Unit Office where the GE practices his/her profession.</i>				
10. Certificates of Instrument Registration and Calibration (GPS and/or Total Station) (1) Photo Copy And (1) Electronic Copy			DENR-Land Management Bureau / National Mapping and Resource Information Authority -	
For Situational Requirement				
A. For Survey with GPS/GNSS Data				
A.1. Raw and Post-Processed GPS/GNSS observation data (Sample: RINEX file)			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Coal Operating Contract (COC) holder	1.1. Receive by office staff and endorse by the	None	2 hour/s	Records Officer;



submits survey report /returns Location: Records Management Division - Receiving Office Annex Lobby Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City	authorized personnel all documents submitted by the client for the boundary survey of the COC Block/s to ISD			Records Management Division (RMD) • Administrative Aide II / Administrative Assistant I / Executive Assistant I / Director III; ITMS, Office of the Director
	1.2. Endorse the survey returns to the Geomatics Section.		2 hour/s	• Information Technology Officer III; Information Services Division (ISD)
	1.3. Evaluate request/check completeness of survey returns computation		4 hour/s	• Information Technology Officer II; Information Services Division (ISD)
	1.4. Process and check survey returns computation and prepare technical descriptions (TD)		9 working day/s	• Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
2. Confirm the schedule of field verification of the applied area. Location: Confirmation can be made via email or phone call from anywhere.	2.1. Conduct field verification to check the setting/placement of the boundary monuments	None	5 working day/s	• Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services



			Division (ISD)
2.2. Validate field data, prepare and submit the report on the boundary survey validation of the COC, including final map/s and TD of each COC block		3 working day/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
2.3. Review and check the endorsed report, map/s and TD and recommend for approval /disapproval of the boundary survey		1 working day/s	Information Technology Officer II / Information Technology Officer III; Information Services Division (ISD)
2.4. Approve / Disapprove the boundary survey conducted for the COC holder		6 hour/s	Director III; ITMS, Office of the Director
2.5. Release boundary survey results to notify the COC holder.		2 hour/s	Administrative Assistant III; Information Services Division (ISD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



5. ITMS-ISD05 Verification of Area of Interest (AOI) for Petroleum Services Contract (SC) under the Philippine Conventional Energy Contracting Program (PCECP) and conduct Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

The Geomatics Section administers and verifies the geographic location of the Area of Interest for Area Clearance for Petroleum to ensure availability and avoid overlap with existing energy contracts or permits for the same resource.

Office or Division:	Information Services Division (ISD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Energy Company (Petroleum, Oil and Gas)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request letter for PCECP Petroleum Area Clearance (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Kindly address the request letter/email to:</i> <i>The Director</i> <i>Information Technology and Management Services</i> <i>Attention: The Chief</i> <i>Information Services Division</i> itms-isd@doe.gov.ph , rdrapete@doe.gov.ph				
2. Location map with Technical Description (TD) of the Area of Interest (AOI) for Area Clearance in WGS 84 (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Survey/Location plan of the AOI prepared, signed and sealed by a Geodetic Engineer.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for Area Clearance with required documents Location:	1.1. Receive by office staff and endorse by the authorized personnel all documents submitted	None	2 hour/s	Records Officer : Records Management Division



Records Management Division - Receiving Office Annex Lobby Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City	by the client for Area Clearance to ISD		(RMD); Records Management Division (RMD) • Administrative Aide II / Administrative Assistant I / Executive Assistant I / Director III ; ITMS, Office of the Director
	1.2. Endorse the survey returns to the Geomatics Section	1 hour/s	• Information Technology Officer III; Information Services Division (ISD)
	1.3. Evaluate request/check completeness of survey returns computation	1 hour/s	• Information Technology Officer II; Information Services Division (ISD)
	1.4. Process the area verification and conduct Diligent Preliminary Determination (DPD) to generate the Area Clearance documents including the verification report, technical description (TD), map, and Transmittal Letter	5 working day/s	• Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
	1.5. Check and review the Area Clearance (AC) documents	7 hour/s	• Information Technology Officer II / Information Technology Officer III; Information Services Division (ISD)



	1.6. Approve / Disapprove the AC		4 hour/s	Director III; ITMS, Office of the Director
	1.7. Release the approved/disapproved AC application		1 hour/s	Administrative Assistant III ; Information Services Division (ISD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



6. ITMS-ISD06 Verification of Area of Interest (AOI) for Coal Operating Contract (COC) under the Philippine Conventional Energy Contracting (PCECP) Program and Conduct Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

The Geomatics Section administers and verifies the geographic location of the Area of Interest for Area Clearance for Coal to ensure availability and avoid overlap with existing energy contracts or permits for the same resource.

Office or Division:	Information Services Division (ISD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Energy Company (Petroleum, Oil and Gas)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request letter for PCECP Coal Area Clearance (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Kindly address the request letter/email to:</i> <i>The Director</i> <i>Information Technology and Management Services</i> <i>Attention: The Chief</i> <i>Information Services Division</i> itms-isd@doe.gov.ph , rdrapete@doe.gov.ph				
2. Location map with Technical Description (TD) of the Area of Interest (AOI) for Area Clearance in PRS 92 (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Survey/Location plan of the AOI prepared, signed and sealed by a Geodetic Engineer.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for Area Clearance with required documents Location:	1.1. Receive by office staff and endorse by the authorized personnel all documents submitted	None	2 hour/s	Records Officer : Records Management Division



Records Management Division - Receiving Office Annex Lobby Department of Energy Main Building Energy Center, Rizal Drive cor 34th Street, Bonifacio Global City, Taguig City	by the client for Area Clearance to ISD		(RMD); Records Management Division (RMD) • Administrative Aide II / Administrative Assistant I / Executive Assistant I / Director III ;
	1.2. Endorse the survey returns to the Geomatics Section	1 hour/s	• Information Technology Officer III; Information Services Division (ISD)
	1.3. Evaluate request/check completeness of survey returns computation	1 hour/s	• Information Technology Officer II; Information Services Division (ISD)
	1.4. Process the area verification and conduct Diligent Preliminary Determination (DPD) to generate the Area Clearance documents including the verification report, technical description (TD), map, and Transmittal Letter	5 working day/s	• Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
	1.5. Check and review the Area Clearance (AC) documents	7 hour/s	• Information Technology Officer II / Information Technology Officer III; Information Services Division (ISD)
	1.6. Approve / Disapprove the AC	4 hour/s	• Director III; ITMS, Office of the Director



	1.7. Release the approved/disapproved AC application		1 hour/s	Administrative Assistant III ; Information Services Division (ISD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



7. ITMS-ISD07 Verification of the Area/Site of Interest (AOI/SOI) for the Renewable Energy Resource Service Contract and conducting Diligent Preliminary Determination (DPD) for the Issuance of Area Clearance

The Geomatics Section administers and performs the verification of the geographic location of Area/Site of Interest (AOI/SOI) for energy resource service contract to ensure availability and avoid overlap with existing energy contracts or permits of the same resource.

Office or Division:	Information Services Division (ISD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Renewable Energy (RE) Company
Operating Hours:	24/7
Statute:	RA11234 - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Letter of Intent (LOI) addressed to the REMB Director following the prescribed template "k" - Annex K LOI Template (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Upload to EVOSS</i>	
2. Location/ Sketch map of the project area/site showing its boundaries in relation to major environmental features using a NAMRIA topographic map or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydro). (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Upload to EVOSS</i>	
3. Excel File (TD_Forms.xls for Blocking and ISD LD for Non-Blocking) containing the PRS'92 geographic coordinates of all boundary corners (except Hydro Application) (Sample: TD_Forms or ISD LDC Form xls file)	Department of Energy - Information Technology and Management Services- Information Services Division
<i>Remarks:</i> <i>Use the Excel file which is downloaded from the EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a</i>	



scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map.

<https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms>

4. Geodetic Engineer's Professional Regulation Commission ID (1) Electronic Copy	Professional Regulation Commission - Issuing Division/Office
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Remarks:

To be provided by the Geodetic Engineer who prepared the map.

5. Geodetic Engineer's Professional Tax Receipt (PTR) (1) Electronic Copy	Local Government Unit or Provincial Government Unit Office - Local city or municipal hall's Treasurer's Office / Provincial Treasurer's Office
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Remarks:

To be provided by the Geodetic Engineer who prepared the map.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submit documentary requirements through the EVOSS System Location: Through EVOSS website - https://www.evoss.ph/	1.1. Receive and record the request	None	4 hour/s	Administrative Assistant III ; Information Services Division (ISD)
	1.2. Assess ISD requests and assign the request to Geomatics Staff		4 hour/s	Information Technology Officer II / Information Technology Officer III; Information Services Division (ISD)
	1.3. Receive the request, download files, record and evaluate documents for completeness, consistency, and basic compliance of the mapping requirements, prepare and upload		2 working day/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II;



	report/remarks for non-compliant submissions.			Information Services Division (ISD)
2. Receive Notification of Completeness Check Result Location: Through EVOSS website - https://www.evoss.ph/ Notes/Instruction: If the result is compliant, wait for the area verification result If the result is incomplete, inconsistent, or non-compliant, refile for another request.	2.1. Receive and record the request	None	1 calendar day/s	Admin Assistant III; Information Services Division (ISD)
	2.2. Assessment of ISD requests and assignment of request to the Geomatics Staff		1 calendar day/s	Information Technology Officer II / Information Technology Officer III; Information Services Division (ISD)
	2.3. Process the area verification to generate the Verification Map and Report, including all significant thematic layers needed for the area verification.		11 calendar day/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
	2.4. Validate the Verification Map and Report by the resource database administrator responsible for the applied resource.		2 calendar day/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
	2.5. Check the Verification Map and Report and endorse for approval		1 calendar day/s, 4 hour/s	Information Technology Officer II / Senior Science Research



			Specialist / Information Technology Officer I ; Information Services Division (ISD)
	2.6. Approval of area verification document	1 calendar day/s	Information Technology Officer III; Information Services Division (ISD)
	2.7. Uploading of approved and signed area verification document through EVOSS and updating of records	4 hour/s	Senior Science Research Specialist / Information Technology Officer I / Science Research Specialist II; Information Services Division (ISD)
Total Processing Time:		Calendar Days: 17 calendar day/s, 8 hour/s Working Days: 2 working day/s, 8 hour/s	
Total Processing Fee:		Total Standard Fee: None	