



Department of Energy - Luzon Field Office
External Services



1. LFO-EIMD01 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets (LFROs)

*ISO 9001:2015 Certified

DOE-LFO issuance of Certificate of Compliance (COC) to all persons intending to engage or engaged in the retailing of Liquid Fuels within the Regions I, II, III, and CAR pursuant to Department Circular No. DC2017-11-0011 or the "Revised Retail Rules".

Office or Division:	Department of Energy - Luzon Field Office	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	All persons intending to engage or engaged in the retailing of Liquid Fuels	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Situational Requirement		
A. Prior Notice		
A.1. Letter of Intent (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>Submit Business/Company Profile</i>		
B. New Application / Expired COC Renewal		
B.1. Application Form (1) Original Copy	Department of Energy - Luzon Field Office - Energy Industry Management Division	
<i>Remarks:</i> <i>Submit Application Form completely filled-out and notarized with the following information:</i> <i>a. Business name, address, telephone number, fax number and e-mail address of the business office;</i> <i>b. Location and complete address of the Retail Outlet; and</i> <i>c. Name of Owner/Operator or Authorized Representative if sole proprietor, partnership, corporation, or cooperative</i>		
B.2. Affidavit of Undertaking (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>Accomplished DOE Form on liability in case of violations committed by Owner/Operator</i>		
B.3. Supply Agreement or Supplier's Certificate (1) Original Copy Or (1) Certified True Copy	Applicant / Client	
<i>Remarks:</i> <i>DOE-OIMB-registered distributor/supplier</i>		
B.4. Reference Standards or Statement that the facility design and operation of the Retail Outlet is PNS-compliant (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>Signed and Sealed by the Engineering Procurement Construction Contractor and Owner/Operator of the Retail Outlet supported by copy of valid PRC ID and/or BOSH Certificate</i>		
B.5. List of dispensing pumps/hoses and underground storage tank/s (1) Original Copy	Applicant / Client	



Remarks: With corresponding capacity/ies per product	
B.6. Scaled lay-out plan (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
Remarks: With Measurement showing the following: 1. island/dispensing pumps, 2. underground storage tanks, 3. cashier's booth and 4. other facilities Signed and Sealed by the Engineering Procurement Construction Contractor	
B.7. Latest photographs (in 5R size photo paper) (1) Original Copy	Applicant / Client
Remarks: Submit in 5R size photo paper the following: 1. Full/front, right, and left side views of the retail outlet, 2. Required stickers/labels for RON, E10 and B3, among others, 3. Price Display Board, 4. Consumer Safety and Informational Signs, 5. No Unleaded Markings or Product Labeling	
B.8. DOE COC/LTO Legal Clearance of No Pending Case (1) Original Copy And (1) Electronic Copy	Department of Energy - Office of the Legal Services
Remarks: Clearance of No Pending Case	
C. COC Renewal - Valid and Not Expired	
C.1. Application Form (1) Original Copy	Department of Energy - Luzon Field Office - Energy Industry Management Division
Remarks: Submit Application Form completely filled-out and notarized with the following information: a. Business name, address, telephone number, fax number and e-mail address of the business office; b. Location and complete address of the Retail Outlet; and c. Name of Owner/Operator or Authorized Representative if sole proprietor, partnership, corporation, or cooperative	
C.2. Affidavit of Undertaking (1) Original Copy	Applicant / Client
Remarks: Accomplished DOE Form on liability in case of violations committed by Owner/Operator	
C.3. Supply Agreement or Supplier's Certificate (1) Original Copy Or (1) Certified True Copy	Applicant / Client
Remarks: DOE-OIMB-registered distributor/supplier	
C.4. List of dispensing pumps/hoses and underground storage tank/s (1) Original Copy	Applicant / Client
Remarks: With corresponding capacity/ies per product	



C.5. Affidavit of No Renovation in the Facility (1) Original Copy		Applicant / Client		
Remarks: Provided, No Changes in the Facility Lay-out . Otherwise, submit Reference Standards or Statement that the facility design and operation of the Retail Outlet is PNS-compliant				
C.6. Latest photographs (in 5R size photo paper) (1) Original Copy		Applicant / Client		
Remarks: Submit in 5R size photo paper the following: 1. Full/front, right, and left side views of the retail outlet, 2. Required stickers/labels for RON, E10 and B3, among others, 3. Price Display Board, 4. Consumer Safety and Informational Signs, 5. No Unleaded Markings or Product Labeling				
C.7. DOE COC/LTO Legal Clearance of No Pending Case (1) Original Copy And (1) Electronic Copy		Department of Energy - Office of the Legal Services		
Remarks: Clearance of No Pending Case				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSV2).	1.1. Assessment / Pre-Evaluation	None	1 hour/s	Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		4 hour/s	Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSV2)		30 minute/s	Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	Accounting Staff ; Accounting Division (AD)
2. Payment of Applicable Fees and/or Charges Location: Department of Energy - Luzon Field Office Government Center,	2. Issuance of Official Receipt	Standard Fees Breakdown: Issuance of Certificate of Compliance (COC): PHP 3100	30 minute/s	LFO Collecting Officer; Energy Industry Management Division (LFO-EIMD)



Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. New / Expired : P3,100 2. Renewal : P3,000 For COC/LTO clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.		Total: PHP 3100		
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of the Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s)	None	8 working day/s	Science Research Specialist - Processor; Energy Industry Management Division (LFO- EIMD)
	3.2. Review of the Submitted Documentary Requirements		5 working day/s	Supervising Science Research Specialist; Energy Industry Management Division (LFO- EIMD)
	3.3. Endorsement of the Application Requirements		3 working day/s	Chief Science Research Specialist; Energy Industry Management Division (LFO- EIMD)
	3.4. Approval for the Issuance of Certificate of Compliance (COC)		3 working day/s	Director of the Luzon Field Office; Department of Energy - Luzon Field Office
General Remarks NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3100		



2. LFO-EIMD02 Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

DOE-LFO issuance of Certificate of Compliance (COC) to all persons intending to engage or engaged in own-use operation pursuant to DC No. DC2017-11-0011 or Revised Retail Rules

Office or Division:	Department of Energy - Luzon Field Office			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	All persons intending to engage or engaged in own-use operation which refers to the operation of a motor vehicle fleet			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Situational Requirement				
A. Prior Notice				
A.1. Letter of Intent (1) Original Copy	Applicant / Client			
<i>Remarks:</i> Submit Business/Company Profile				
B. New Application				
B.1. Application Letter - Request (1) Original Copy	Department of Energy - Luzon Field Office			
<i>Remarks:</i> Submit Application Form completely filled-out and notarized with the following information: a. Business name, address, telephone number, fax number and e-mail address of the business office; b. Location and complete address of the Storage and Dispensing Facility; and c. Name of Owner/Operator or Authorized Representative if sole proprietor, partnership, corporation, or cooperative				
B.2. Feasibility Study (1) Original Copy	Applicant / Client			
<i>Remarks:</i> Indicate the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others				
B.3. Valid Membership Agreement of the fleet (1) Original Copy Or (1) Certified True Copy	Applicant / Client			
B.4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate (1) Original Copy	Department of Energy - Oil Industry Management Bureau			
<i>Remarks:</i> From an OIMB-registered distributor/supplier				
B.5. LTO/LTFRB/LGU documents confirming the fleet of vehicles (1) Original Copy	DOTr / DILG - LTO / LTFRB / LGU			
<i>Remarks:</i> With corresponding number of units in the fleet				
B.6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client			



<i>Remarks:</i> 1. To submit the above documentary requirements for and in-behalf of the fleet operator 2. To operate the facility to exclusively serve the fleet 3. To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator				
B.7. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1) Original Copy			Applicant / Client	
B.8. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1) Original Copy And (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> From Engineering Procurement Construction Contractor				
B.9. Accomplished DOE Form on Undertaking (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
B.10. Latest photographs (in 5R size) (1) Original Copy			Applicant / Client	
<i>Remarks:</i> 1. Full/front, right, and left side views of the retail outlet 2. Required stickers/labels for RON, E10 and B2, among others 3. Price display board 4. Safety and informational signs				
B.11. DOE SCC/COC Clearance of No Pending Case (1) Original Copy Or (1) Electronic Copy			Department of Energy - Office of the Legal Services	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSDD).	1.1. Assessment / Pre-Evaluation	None	1 hour/s	Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		4 hour/s	Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSv2)		30 minute/s	Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	Accounting Staff; Accounting Division (AD)



2. Payment of Applicable Fees and/or Charges Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: CNC Fee : Php 3,100.00 For CNC clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.	2. Issuance of Official Receipt	Standard Fees Breakdown: Issuance of CNC: PHP 3100 Total: PHP 3100	30 minute/s	LFO Collecting Officer; Energy Industry Management Division (LFO-EIMD)
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of the Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s), and Field Validation	None	8 working day/s	Science Research Specialist - Processor; Energy Industry Management Division (LFO-EIMD)
	3.2. Review of the Submitted Documentary Requirements		5 working day/s	Supervising Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.3. Endorsement of the Application Requirements		3 working day/s	Chief Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.4. Approval for the Issuance of Certificate of Non-Coverage (CNC)		3 working day/s	Director of the Luzon Field Office; Department of Energy - Luzon Field Office
General Remarks NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3100		



3. LFO-EIMD03 Issuance of Certification for Hauler (Hauler Own-Use at Retail Level)

DOE-LFO issuance of Certification for Hauler (Retail Outlet-Owned and Retail Outlet-Supplied Other Forms of Conveyance) pursuant to Department Circular No. DC2017-11-0011 or "Revised Retail Rules"

Office or Division:	Department of Energy - Luzon Field Office			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	All persons operating Liquid Fuels Retail Outlet(s) with tank truck(s) to transport Liquid Fuels, whether by land or via sea-cargo vessel from their sources directly to their own Retail Outlet(s)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Prior Notice (1) Original Copy			Applicant / Client	
<i>Remarks:</i> Filled-out and notarized application form complete with the following: (1 copy) Hauler Application Form (Revised).pdf 1. Business name, address, telephone number, fax number and e-mail address of the business office; 2. Location and complete address of the establishment; and 3. Name of dealer/retailer or authorized representative if partnership/corporation/cooperative				
2. OR / CR of Tank Trucks (1) Original Copy And (1) Certified True Copy			DOTr - LTO	
3. Calibration Certificate (1) Original Copy And (1) Certified True Copy			DOST - ITDI / NML	
4. Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit (1) Original Copy And (1) Certified True Copy			DILG - BFP	
5. COC of Retail Outlet/s (1) Certified True Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of Certification for Hauler-Own Use Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSDD)	1.1. Pre-Assessment of Documentary Requirements	None	2 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		1 hour/s, 30 minute/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSv2)		30 minute/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry



				Management Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	• Accounting Staff; Accounting Division (AD)
2. Payment of Applicable Fees Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: For certification, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.	2. Issuance of Order of Payment	Standard Fees Breakdown: Certificate for Hauler-Own Use @ Retail Level: PHP 1050 Total: PHP 1050	2 hour/s	• DOE Collection Officer (Main Office); Department of Energy - Luzon Field Office
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of the Documentary Requirements including Legal Clearance and Proof of Payment(s)	None	3 working day/s	• Science Research Specialist / Project Evaluation Specialist - Processor; Energy Industry Management Division (LFO-EIMD)
	3.2. Review of the Documentary Requirements		1 working day/s	• Supervising Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.3. Endorsement of the Application Requirements		1 working day/s	• Chief Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.4. Approval of the Certificate for Hauler-Own Use at Retail Level		1 working day/s	• Director; Department of Energy - Luzon Field Office
General Remarks NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1050		



4. LFO-EIMD04 Issuance of License to Operate (LTO) for Refiller

DOE-LFO issuance of License to Operate (LTO) to all persons intending to engage or engaged in the activity of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to Department Circular No. DC2022-11-0037 otherwise known as the "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated LPG Industry Participants and Penalizing Certain Prohibited Acts"

Office or Division:	Department of Energy - Luzon Field Office	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All persons intending to engage or engaged in the LPG industry activity as Refiller	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11592, or the LPG Industry Regulation Act (LIRA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Form (Notarized) (1) Original Copy	Applicant / Client	
2. Checklist / Directory of Requirements (1) Original Copy	Applicant / Client	
3. Company Profile (1) Original Copy	Applicant / Client	
4. Refilling Plant / Facility Profile (1) Original Copy	Applicant / Client	
5. List of Transport Motor Vehicle (per total company) (1) Original Copy	Applicant / Client	
6. Executive Briefer of the Operation (1) Original Copy	Applicant / Client	
7. Scaled layout plan per establishment/facility, and Certification on Compliance with the Philippine National Standards (PNS) for plant (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>Signed by designated responsible / authorized officer (provide copy of government issued ID license/authority)</i>		
8. Registration of Business for the applied activity (1) Certified True Copy	NGA - SEC / DTI / CDA	
<i>Remarks:</i> <i>Latest GIS if SEC registered or its equivalent if DTI registered</i>		
9. Business Permit / License / Clearance (1) Certified True Copy	DILG - LGU - concerned city/municipality	
10. BIR Registration (1) Certified True Copy	DOF - BIR	
11. Certificate of Calibration per Bulk Motor Vehicle (Lorry Tank) (1) Certified True Copy	DOST - ITDI / MNL	
12. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP	
13. Fire Safety Inspection Certificate (1) Certified True Copy	DILG - BFP	
<i>Remarks:</i> <i>For Occupancy</i>		



14. Occupancy Permit (1) Certified True Copy		DILG - LGU - concerned city/municipality		
<i>Remarks:</i> <i>Per Location / Site / Venue from the LGU concerned</i>				
15. Permit to operate unfired pressure vessel per tank for LPG business (1) Certified True Copy		Department of Labor and Employment - Bureau of Working Conditions		
16. Environmental Compliance Certificate per establishment (1) Certified True Copy		Department of Environment and Natural Resources - Environmental Management Bureau		
17. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy		Applicant / Client		
<i>Remarks:</i> <i>DOE-Acknowledged LPG Supplier</i>				
18. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Certified True Copy		Applicant / Client		
<i>Remarks:</i> <i>DOE-Acknowledged LPG associations such as LPGIA, LPGMA and PLPGA</i>				
19. Latest Photographs of the Facility / Plant (1) Original Copy		Applicant / Client		
Sub Requirement				
19.A. Full and Front / Back View of the Facility / Establishment				
19.B. Weighing Scale Devices				
19.C. LPG Cylinders				
19.D. Safety and Informational Signs				
19.E. Display Board showing Facility Registered Address, Name, Trademark				
20. Fire Prevention and Response Manual (1) Original Copy		Applicant / Client		
Sub Requirement				
20.A. LPG Spill Prevention and Response Manual				
21. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Certified True Copy		Department of Energy - Office of the Legal Services		
22. Notarized company secretary's certificate for authorized representative and signatory (1) Certified True Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of License to Operate (LTO) for Refiller Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client.	1.1. Assessment and Pre-Evaluation	None	1 hour/s	Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		4 hour/s	Science Research Specialist / Project Evaluation Specialist - Officer of the Day;



2. If with Pending Case, please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSD).				Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSv2)		30 minute/s	Science Research Specialist / Project Evaluation Specilaist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of Applicable Fees and/or Charges Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: For COC/LTO clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.	2. Issuance of Official Receipt	Standard Fees Breakdown: LTO - Refiller Fee: PHP 3500 Total: PHP 3500	30 minute/s	LFO Collecting Officer; Department of Energy - Luzon Field Office
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s)	None	8 working day/s	Science Research Specialist / Project Evaluation Specialist - Processor; Energy Industry Management Division (LFO-EIMD)
	3.2. Review of Submitted Documentary Requirements		5 working day/s	Supervising Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.3. Endorsement of Application Requirements		3 working day/s	Chief Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.4. Approval for the Issuance of License to Operate (LTO) for Refiller		3 working day/s	Director; Department of Energy - Luzon Field Office

**General Remarks**

NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 3500



5. LFO-EIMD05 Issuance of License to Operate (LTO) for Dealer

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No. DC2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

Office or Division:	Department of Energy - Luzon Field Office	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All persons intending to engage or engaged in the LPG industry activity as Distributor / Dealer	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11592, or the LPG Industry Regulation Act (LIRA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Form (Notarized) (1) Original Copy	Applicant / Client	
2. Checklist / Directory of Requirements (1) Original Copy	Applicant / Client	
3. Company Profile (1) Original Copy	Applicant / Client	
4. Establishment / Outlet Profile (1) Original Copy	Applicant / Client	
5. List of Transport Motor Vehicle (per total company) (1) Original Copy	Applicant / Client	
6. Executive Briefer of the Operation (1) Original Copy	Applicant / Client	
7. Scaled layout plan per establishment / outlet (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>Signed by designated responsible / authorized officer (provide copy of government issued ID license/authority)</i>		
8. Registration of Business for the applied activity (1) Certified True Copy	NGA - SEC / DTI / CDA	
<i>Remarks:</i> <i>Latest GIS if SEC registered or its equivalent if DTI registered</i>		
9. Business Permit / License / Clearance (1) Certified True Copy	DILG - LGU - concerned city/municipality	
10. BIR Registration (1) Certified True Copy	DOF - BIR	
11. Certificate of Registration per Motor Vehicle (1) Certified True Copy	DOTr - LTO	
<i>Remarks:</i> <i>Submit motor vehicle each with corresponding picture of the vehicle plate number, company details, safety informational signages, and Recent Official Receipt of Registration</i>		
12. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP	
13. Fire Safety Inspection Certificate (1) Certified True Copy	DILG - BFP	
<i>Remarks:</i>		



For Occupancy				
14. Occupancy Permit (1) Certified True Copy		DILG - LGU - concerned city/municipality		
Remarks: Per Location / Site / Venue from the LGU concerned				
15. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy		Applicant / Client		
Remarks: DOE-Acknowledged LPG Supplier				
16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Certified True Copy		Applicant / Client		
Remarks: DOE-Acknowledged LPG associations such as LPGIA, LPGMA and PLPGA				
17. Latest Photographs of the Establishment / Outlet (1) Original Copy		Applicant / Client		
18. Fire Prevention and Response Manual (1) Original Copy		Applicant / Client		
Sub Requirement				
18.A. LPG Spill Prevention and Response Manual				
19. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Certified True Copy		Department of Energy - Office of the Legal Services		
20. Notarized company Secretary's Certificate for authorized representative and signatory (1) Certified True Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of License to Operate (LTO) for Dealer Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSV2).	1.1. Assessment and Pre-Evaluation	None	1 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		4 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSV2)		30 minute/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management



				Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of Applicable Fees and/or Charges Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: For COC/LTO clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.	2. Issuance of Official Receipt	Standard Fees Breakdown: LTO - Dealer Fee: PHP 3500 Total: PHP 3500	30 minute/s	LFO Collecting Officer; Department of Energy - Luzon Field Office
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s)	None	8 working day/s	Science Research Specialist / Project Evaluation Specialist - Processor; Energy Industry Management Division (LFO-EIMD)
	3.2. Review of Submitted Documentary Requirements		5 working day/s	Supervising Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.3. Endorsement of Application Requirements		3 working day/s	Chief Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.4. Approval for the Issuance of License to Operate (LTO) for Dealer		3 working day/s	Director; Department of Energy - Luzon Field Office
General Remarks NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500		



6. LFO-EIMD06 Issuance of License to Operate (LTO) for Retailer

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No. DC2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

Office or Division:	Department of Energy - Luzon Field Office	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All persons intending to engage or engaged in the LPG industry activity as Retailer	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11592, or the LPG Industry Regulation Act (LIRA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Form (Notarized) (1) Original Copy	Applicant / Client	
2. Checklist / Directory of Requirements (1) Original Copy	Applicant / Client	
3. Company Profile (1) Original Copy	Applicant / Client	
4. Establishment / Outlet Profile (1) Original Copy	Applicant / Client	
5. List of Transport Motor Vehicle (per total company) (1) Original Copy	Applicant / Client	
6. Executive Briefer of the Operation (1) Original Copy	Applicant / Client	
7. Scaled layout plan per establishment / outlet (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>Signed by designated responsible / authorized officer (provide copy of government issued ID license/authority)</i>		
8. Registration of Business for the applied activity (1) Certified True Copy	NGA - SEC / DTI / CDA	
<i>Remarks:</i> <i>Latest GIS if SEC registered or its equivalent if DTI registered</i>		
9. Business Permit / License / Clearance (1) Certified True Copy	DILG - LGU - concerned city/municipality	
10. BIR Registration (1) Certified True Copy	DOF - BIR	
11. Certificate of Registration per Motor Vehicle (1) Certified True Copy	DOTr - LTO	
<i>Remarks:</i> <i>Submit motor vehicle each with corresponding picture of the vehicle plate number, company details, safety informational signages, and Recent Official Receipt of Registration</i>		
12. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP	
13. Fire Safety Inspection Certificate (1) Certified True Copy	DILG - BFP	
<i>Remarks:</i>		



For Occupancy				
14. Occupancy Permit (1) Certified True Copy		DILG - LGU - concerned city/municipality		
Remarks: Per Location / Site / Venue from the LGU concerned				
15. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy		Applicant / Client		
Remarks: DOE-Acknowledged LPG Supplier				
16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Certified True Copy		Applicant / Client		
Remarks: DOE-Acknowledged LPG associations such as LPGIA, LPGMA and PLPGA				
17. Latest Photographs of the Establishment / Outlet (1) Original Copy		Applicant / Client		
18. Fire Prevention and Response Manual (1) Original Copy		Applicant / Client		
Sub Requirement				
18.A. LPG Spill Prevention and Response Manual				
19. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Certified True Copy		Department of Energy - Office of the Legal Services		
20. Notarized company Secretary's Certificate for authorized representative and signatory (1) Certified True Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of License to Operate (LTO) for Retailer Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSV2).	1.1. Assessment and Pre-Evaluation	None	1 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		4 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSV2)		30 minute/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management



				Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	Accounting Staff; Accounting Division (AD)
2. Payment of Applicable Fees and/or Charges Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: For COC/LTO, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.	2. Issuance of Official Receipt	Standard Fees Breakdown: LTO - Retailer Fee: PHP 3500 Total: PHP 3500	30 minute/s	LFO Collecting Officer; Department of Energy - Luzon Field Office
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of Submitted Documentary Requirements including Legal Clearance, Proof of Payment(s)	None	8 working day/s	Science Research Specialist / Project Evaluation Specialist - Processor; Energy Industry Management Division (LFO-EIMD)
	3.2. Review of Submitted Documentary Requirements		5 working day/s	Supervising Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.3. Endorsement of Application Requirements		3 working day/s	Chief Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.4. Approval for the Issuance of License to Operate (LTO) for Retailer		3 working day/s	Director; Department of Energy - Luzon Field Office
General Remarks NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500		



7. LFO-EIMD07 Issuance of License to Operate (LTO) for Independent Hauler

DOE-LFO issuance of License to Operate (LTO) to all persons intending to engage or engaged in the activity of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to Department Circular No. DC2022-11-0037 otherwise known as the "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated LPG Industry Participants and Penalizing Certain Prohibited Acts"

Office or Division:	Department of Energy - Luzon Field Office
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All persons intending to engage or engaged in the LPG industry activity as Independent Hauler of LPG in Cylinder and/or Cartridge
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 11592, or the LPG Industry Regulation Act (LIRA)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Form (Notarized) (1) Original Copy	Applicant / Client
2. Checklist / Directory of Requirements (1) Original Copy	Applicant / Client
3. Company Profile (1) Original Copy	Applicant / Client
4. Refilling Plant / Facility Profile (1) Original Copy	Applicant / Client
5. List of Transport Motor Vehicle (per total company) (1) Original Copy	Applicant / Client
6. Executive Briefer of the Operation (1) Original Copy	Applicant / Client
7. Registration of Business for the applied activity (1) Certified True Copy	NGA - SEC / DTI / CDA
<i>Remarks:</i> <i>Latest GIS if SEC registered or its equivalent if DTI registered</i>	
8. Business Permit / License / Clearance (1) Certified True Copy	DILG - LGU - concerned city/municipality
9. BIR Registration (1) Certified True Copy	DOF - BIR
10. Certificate of Registration and Official Receipt per motor vehicle (1) Certified True Copy	DOTr - LTO
11. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP
12. Ship Registry and Safety Certificates per marine vessel (1) Certified True Copy	DOTr - MARINA
<i>Remarks:</i> <i>With picture of the name of vessel</i>	
13. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>DOE-Acknowledged LPG Supplier</i>	



14. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Certified True Copy		Applicant / Client		
<i>Remarks:</i> DOE-Acknowledged LPG associations such as LPGIA, LPGMA and PLPGA				
15. Latest Photographs of the Hauler (1) Original Copy		Applicant / Client		
Sub Requirement				
15.A. Latest photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name and address and contact details				
16. Fire Prevention and Response Manual (1) Original Copy		Applicant / Client		
Sub Requirement				
16.A. LPG Spill Prevention and Response Manual				
17. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Certified True Copy		Department of Energy - Office of the Legal Services		
18. Notarized company secretary's certificate for authorized representative and signatory (1) Certified True Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Application for the Issuance of License to Operate (LTO) for Independent Hauler Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: 1. If Incomplete , return to client. 2. If with Pending Case , please contact the Office of the Legal Services-Downstream Conventional Energy Legal Services Division (DCELSD).	1.1. Assessment and Pre-Evaluation	None	1 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.2. Checking of Legal Clearance		4 hour/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.3. Issuance of Billing Statement (COMSv2)		30 minute/s	• Science Research Specialist / Project Evaluation Specialist - Officer of the Day; Energy Industry Management Division (LFO-EIMD)
	1.4. Issuance of Order of Payment (sent to email of applicant)		2 hour/s	• Accounting Staff; Accounting Division (AD)



2. Payment of Applicable Fees and/or Charges Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: For COC/LTO clients, please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment.	2. Issuance of Official Receipt	Standard Fees Breakdown: LTO - Independent Hauler Fee: PHP 3500 Total: PHP 3500	30 minute/s	LFO Collecting Officer; Department of Energy - Luzon Field Office
3. Submission of Documentary Requirements Location: Department of Energy - Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1	3.1. Evaluation of Submitted Documentary Requirements including Legal Clearance, Proof of Payment(s)	None	8 working day/s	Science Research Specialist / Project Evaluation Specialist - Processor; Energy Industry Management Division (LFO-EIMD)
	3.2. Review of Submitted Documentary Requirements		5 working day/s	Supervising Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.3. Endorsement of Application Requirements		3 working day/s	Chief Science Research Specialist; Energy Industry Management Division (LFO-EIMD)
	3.4. Approval for the Issuance of License to Operate (LTO) for Independent Hauler		3 working day/s	Director; Department of Energy - Luzon Field Office
General Remarks NOTE: After the issuance of legal clearance to proceed, please submit the proof of payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500		