



Energy Resource Development Division (LFO-ERDD)
External Services



1. LFO-ERDD01 Issuance of Certificate of Accreditation as Coal End-User (CEU)

It is a requirement for any entity or corporation who utilize coal for its own use located within Region I, Region II, Region III and Cordillera Administrative Region (CAR)

Office or Division:	Energy Resource Development Division (LFO-ERDD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any entity that requires the supply and delivery of coal for its own use or utilization, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Department Circular DC No.2012-05-0006 "Guidelines on the Accreditation of Coal Traders and Registration of Coal " , PD 972 and Department Circular DC2025-11-0027
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Accomplished application form DC2025-11-0027 Annex A (1) Original Copy	DOE-Luzon Field Office - Energy Resource Development Division (ERDD)
2. Registration certificate issued by either of the following Government agencies; (1) Certified True Copy	Any of the three (3) Government agencies - Issuing Unit
Remarks: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	
3. Current Business Permit (1) Certified True Copy	City or Municipality - where principal office is located-Issuing Unit
4. Technical specification of coal-fired equipment and plant location map (1) Photo Copy	Applicant / Client
5. Proof of ownership or duly notarized lease contract of the coal storage facility (1) Photo Copy	Applicant / Client
6. Environmental Compliance Certificate (ECC) of Certificate of Non-Coverage (CNC) issued by the Department of Environment and Natural Resources (DENR), as applicable and photos of the coal storage facility (1) Certified True Copy	Department of Environment and Natural Resources - Issuing Unit
7. Invoice for the payment of the processing amounting to Php 10,000.00 issued thru COMS (1) Photo Copy	DOE- Accounting Central Office - Issuing Unit
8. Additional documents that the DOE may find necessary for the evaluation of the request (as provided by DC2025-11-0027) (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. A.Service agreement with an accredited Coal Logistic Service Provider (CLSP), if applicable	
A.1. 1. Service agreement (1) Certified True Copy	Applicant / Client
Remarks: Pursuant to DC2025-11-0027, one of the obligations of coal End-User (CEU) is to engage only the services of accredited Coal Logistic Service Providers (CLSPs) for coal transport and handling.	
B. B. Proof of authority of the representative of the applicant, if applicable	



B.1. Proof of authority (1) Original Copy		Applicant / Client		
Remarks: Authorized Representative shall attach either of the following: 1. For corporate, submit Secretary's Certificate with Board Resolution, stating the full name/s of the authorized representative/s. 2. For corporate/single proprietorship, submit Special Power of Attorney (SPA), stating the full name/s of the authorized representative/s.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents and proof of payment Location: Department of Energy-Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: If not technically qualified, LFO-ERDD prepares a letter to be signed by the Director notifying the applicant of the disapproval of their application. Application with incomplete requirements will not be accepted for processing and shall not be issued Order of Payment (OP). If necessary, the DOE may conduct site verification: Provided, that the conduct of site verification shall suspend the period for acting on the application: Provided, further, that the site verification shall be conducted with seven (7) working days from the notice to the applicant, which period may be extended for reasonable grounds. Note to Clients: The Officer of the Day / Science Research Specialist will check the valid documents of Company Representative before releasing the CEU certificate to the client.	1.1. Receives the complete set of documents with Official Receipt/Proof of Payment and transmit the submitted documents to the Office of the Director for Document Tracking Slip (DTS) tagging	None	1 working day/s	Officer of the Day/Science Research Specialists; Energy Resource Development Division (LFO-ERDD)
	1.2. Upon completion of DTS tagging, the application and its supporting documents is transmitted to the Supervising Science Research Specialist (Supvng SRS) or assigned Science Research Specialist (SRS) of LFO-ERDD		1 working day/s	Administrative Staff; Office of the Director (LFO-OD)
	1.3. Receives the documents and assigns Science Research Specialist / Evaluator to conduct the Technical Evaluation		7 working day/s	- Supervising Science Research Specialist; Energy Resource Development Division (LFO-ERDD) - Science Research Specialist/Evaluator; Energy Resource Development Division (LFO-ERDD)
	1.4. Reviews the application documents and checks the quality work of the Evaluator and possible revision, if any.		3 working day/s	Division Chief; Energy Resource Development Division (LFO-ERDD)
	1.5. Finalize and review the evaluated CEU documents and endorsed to the Office of the Director for review and signature		2 working day/s	Division Chief; Energy Resource Development Division (LFO-ERDD)
	1.6. Review CEU application documents and check revisions highlighted by the Director. The CEU is signed by the Director.		2 working day/s	Director; Office of the Director (LFO-OD)
	1.7. Records receipt of signed CEU certificate and updates Document Tracking Slip (DTS)		1 working day/s	Administrative Staff; Office of the Director (LFO-OD)



	1.8. Transmit the approved and duly signed CEU certificate to the LFO-ERDD		1 working day/s	Administrative Staff; Office of the Director (LFO-OD)
	1.9. Receives the approved and duly signed CEU certificate and notifies the applicant		1 working day/s	- Science Research Specialists; Energy Resource Development Division (LFO-ERDD) - Officer of the Day; Energy Resource Development Division (LFO-ERDD)
	1.10. Release the duly signed CEU certificate.		1 working day/s	- Science Research Specialist; Energy Resource Development Division (LFO-ERDD) - Officer of the Day; Energy Resource Development Division (LFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. LFO-ERDD02 Issuance of Certificate of Accreditation as Coal End-User (CEU) - Renewal

The issuance of a Certificate of Accreditation as Coal End-User under Department Circular DC2025-11-0027 has a validity of (5) years.

Office or Division:	Energy Resource Development Division (LFO-ERDD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any entity that requires the supply and delivery of coal for its own use or utilization, such as, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries with coal facility/plant located within Region 1, 2, 3, and CAR
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Department Circular DC No.2012-05-0006 "Guidelines on the Accreditation of Coal Traders and Registration of Coal End-Users" , PD 972, and Department Circular DC2025-11-0027
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Accomplished application form DC2025-11-0027 Annex A (1) Original Copy	DOE-Luzon Field Office - Energy Resource Development Division (ERDD)
2. Registration certificate issued by either of the following government agencies; (1) Certified True Copy	Any of the following Government Office - Issuing Unit
<i>Remarks:</i> a.) Securities and Exchange Commission (SEC) b.) Department of Trade and Industry (DTI) c.) Cooperative Development Authority (CDA)	
3. Current Business Permit (1) Certified True Copy	City or Municipality - Where the principal office is located - Issuing Unit
4. Technical specification of coal-fired equipment and plant location map. (1) Photo Copy	Applicant / Client
5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies; (1) Electronic Copy	Applicant / Client
6. Environment Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) issued by the Department of Environment and Natural Resources (DENR), as applicable, and photos of the coal storage facility (1) Certified True Copy	Department of Environment and Natural Resources - Issuing Unit
7. Invoice for the payment of processing fee amounting to Php 10,000.00 (1) Photo Copy	Department of Energy-Taguig City - Treasury Division
8. Financial Clearance (1) Photo Copy	Department of Energy-Taguig City - DOE- Conventional Energy Resources Compliance Division (CERCD)
9. Additional documents that the DOE may find necessary for the evaluation of the request(as provided by DC2025-11-0027) (1) Original Copy	Applicant / Client
For Situational Requirement	
A. In case the documentary requirements submitted for its previous Accreditation as CEU application remain valid and unchanged as of the time of application for renewal	
A.1. 1. The applicant may submit a sworn certification (Annex B), duly signed by its authorized representative, attesting to the continued validity, accuracy, and completeness of such documents, in lieu of resubmission of documentary requirements (1) Original Copy	LFO-Department of Energy - Energy Resource Development Division
B. Service Agreement with an accredited Coal Logistic Service Provider (CLSP), if applicable	



B.1. Service agreement (1) Certified True Copy	Applicant / Client
Remarks: Pursuant to DC2025-11-0027, one of the obligations of Coal End-User (CEU) is to engage only the services of accredited Coal Logistic Service Providers (CLSPs) for coal transport and handling.	

C. Proof of Authority (SPA) from the company authorizing their representative to submit, transact, and pick up document from the DOE

C.1. Proof of authority (1) Original Copy	Applicant / Client
Remarks: Authorized Representative shall attach either of the following: 1. For corporate, submit Secretary's Certificate with Board Resolution, stating the full name/s of the authorized representative/s. 2. For corporate/single proprietorship, submit Special Power of Attorney (SPA), stating the full name/s of the authorized representative/s.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents and proof of payment Location: Department of Energy-Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: If not technically qualified, LFO-ERDD prepares a letter to be signed by the Director notifying the applicant of the disapproval of their application. Application with incomplete requirements will not be accepted for processing and shall not be issued Order of Payment (OP) Possible fees: Requests received beyond the prescribed period shall be assessed an additional late processing fee pursuant to DC2025-11-0027: Php 20,000.00 Note to Clients: The Officer of the Day / Science Research Specialist will check the valid documents of Company Representative	1.1. Receives the complete set of documents with Official Receipt/Proof of Payment and transmit the submitted documents to the Office of the Director for Document Tracking Slip (DTS) tagging	None	1 working day/s	Officer of the Day/Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
	1.2. Upon completion of DTS tagging, the application and its supporting documents is transmitted to the Supervising Science Research Specialist (Supvng SRS) or assigned Science Research Specialist of LFO-ERDD		1 working day/s	Administrative Staff; Office of the Director (LFO-OD)
	1.3. Review the documents and assigns Science Research Specialist/Evaluator to conduct the Technical Evaluation.		7 working day/s	- Supervising Science Research Specialist; Energy Resource Development Division (LFO-ERDD) - Science Research Specialist / Evaluator; Energy Resource Development Division (LFO-ERDD)
	1.4. Reviews the application documents and checks the quality work of the Evaluator and possible revision, if any.		3 working day/s	Supervising Science Research Specialist; Energy Resource Development Division (LFO-ERDD)



before releasing the CEU certificate to the client.			Division Chief; Energy Resource Development Division (LFO-ERDD)
	1.5. finalized the evaluated CEU documents and endorsed to the Office of the Director for signature.	2 working day/s	Division Chief; Energy Resource Development Division (LFO-ERDD)
	1.6. Review CEU application documents and check revision highlighted by the Director. The CEU certificate is signed by the Director.	2 working day/s	Director; Office of the Director (LFO-OD)
	1.7. Records receipt of signed CEU certificate and updates DTS	1 working day/s	Administrative Staff; Office of the Director (LFO-OD)
	1.8. Transmit the approved and duly signed CEU certificate to the LFO-ERDD	1 working day/s	Administrative Staff; Office of the Director (LFO-OD)
	1.9. Receives the approved and duly signed CEU certificate and notifies the applicant.	1 working day/s	Officer of the Day/Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
	1.10. Release the approved and duly signed CEU certificate	1 working day/s	Officer of the Day/Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



3. LFO-ERDD03 Issuance of Coal Transport Permit (CTP)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as Guidelines on Coal Trading and Utilization, for every delivery of coal, accredited Coal Traders, Coal End-Users, and holders of Small-Scale Mining Permittees shall request the issuance of a **Coal Transport Permit (CTP)** from the concerned DOE office having jurisdiction over the place where coal delivery will originate: Provided, That Operators of Coal Operating Contracts (COCs) under Development/Production Phase (D/P Phase) shall request for the Issuance of CTPs with the DOE-Energy Resource Development Bureau-Coal and Nuclear Minerals Resource Development Division (ERDB-CNMRDD).

The CTP shall be valid only for the particular date of delivery and shall automatically expire upon the lapse of the period stated therein.

Office or Division:	Energy Resource Development Division (LFO-ERDD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All accredited Coal Traders, Coal End-Users, and holders of Small-Scale Coal Mining Permit (SSCMP) engaged in the delivery of coal located within Region 1, 2, 3, and Cordillera Administrative Region (CAR)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Department Circular DC No.2012-05-0006 "Guidelines on the Accreditation of Coal Traders and Registration of Coal End-Users" , PD 972, and Department Circular DC2025-11-0027
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Coal Transport Permit (1) Electronic Copy	Department of Energy-Luzon Field Office - Energy Resource Development Division (ERDD)
Remarks: Remarks: DC2025-11-0027 Annex C-CTP or SCTP Application Form Downloadable Form: https://bit.ly/AnnexC-CTPorSCTP	
2. Purchase Order (3) Electronic Copy	Applicant / Client
3. Invoice as proof of payment of the processing fee (1) Electronic Copy	Department of Energy-Taguig City - Treasury Division
Remarks: Remarks: To process payment, the requesting party shall file a duly accomplished application form (Annex C) at least seven (7) days before the scheduled delivery with Luzon Field Office (covered Region I, II, III and CAR). Access the downloadable CTP Application Form - Annex C (page 20) through this link: https://bit.ly/AnnexC-CTPorSCTP An Order of Payment shall be sent to the requesting party's email address as indicated in the application form. The following non-refundable processing fee, net of all charges, shall be paid by the requesting party: • Php 100.00 / truck per delivery • Barges ≤ 3,000 MT - Php 1,000.00 per delivery > 3,001-6,001 MT - Php 2,000.00 per delivery > 6,001-10,000 MT - Php 3,000.00 per delivery > 10,001 MT- - Php 4,000.00 per delivery The basis of weight is the draft survey report. Request received beyond the prescribed period shall be assessed an additional late processing fee in the following amounts:	



- Php 200.00/per truck per delivery
- Barges

≤3,000MT - Php 2,000.00 per delivery

>3,001-6,000MT - Php 4,000.00 per delivery

>6,001-10,000MT - Php 6,000.00 per delivery

>10,001MT - Php 8,000.00 per delivery

The basis of weight is the draft survey report.

Note:

All applications for Special Coal Transport Permit (SCTP) shall be filed at DOE-Energy Resource Development Bureau-Coal and Nuclear Minerals Resource Development Division (ERDB-CNMRDD) Taguig City

Sub Requirement

3.A. Submission of previously issued CTPs, truck scale (if applicable), delivery receipt, reflecting the actual details of delivery such as volume, to check the actual sales and production. The Coal Trader will be given unique link to lodge the actual data and uploads the documents.

4. Proof of coal production and available inventory
(1) Electronic Copy

Applicant / Client

Remarks:

Remarks:

The applicant shall include the following:

- **Clear, geotagged, and timestamped photographs** of the coal stockpile, taken not earlier than **two (2) days** prior to the date of application.
- **Attestation/Sworn Statement**, executed by the authorized representative, declaring the **source, quantity, and location** of the coal stockpile.

Sub Requirement

4.A. Submission of previously issued CTPs, truck scale (if applicable), delivery receipt, reflecting the actual details of delivery such as volume, to check the actual sales and production. The Coal Trader will be given unique link to lodge the actual data and uploads of the documents.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents and proof of payment Location: Department of Energy-Luzon Field Office Government Center, Pangasinan-Nueva Vizcaya Road, Brgy. Carmay East, Rosales 2441 Pangasinan Region 1 Notes/Instruction: All applications for Special Coal Transport Permit (SCTP) shall be filed at the Department of Energy-Coal and Nuclear Minerals Resource Development Division (DOE-CNMRDD), Taguig City	1.1. Review documents and acknowledge receipt of email	None	1 working day/s	• Officer of the Day/Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
	1.2. Conduct substantial evaluation of the documents and endorse recommendation to Supervising Science Research Specialist		2 working day/s	• Science Research Specialist II; Energy Resource Development Division (LFO-ERDD) • Senior Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
	1.3. Review and approve the documents and endorse Coal Transport Permit (CTP)		2 working day/s	• Chief Supervising Science Research Specialist; Energy Resource



				Development Division (LFO-ERDD) • Supervising Science Research Specialist; Energy Resource Development Division (LFO-ERDD) • Assigned Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
	1.4. Review and approve Coal Transport Permit (CTP)		1 working day/s	• Director; Office of the Director (LFO-OD)
	1.5. Email approved Coal Transport Permit (CTP) in .pdf form to applicant, and make call to confirm receipt of email, as may be applicable		1 working day/s	• Officer of the Day/Science Research Specialist; Energy Resource Development Division (LFO-ERDD)
General Remarks				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		