



Oil Industry Management Division (LFO-OIMD)
External Services



1. LFO-OIMD01 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:	Oil Industry Management Division (LFO-OIMD)			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Natural or juridical person 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			
Remarks: Submit Company Profile				
B. Application				
B.1. Application Form (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division			
Remarks: Submit Application Form completely filled-out and notarized with the following information: 1. Business name, address, telephone number, fax number and e-mail address of the business office; 2. Location and complete address of the Retail Outlet; and 3. Name of Owner/Operator or Authorized Representative if sole proprietor, partnership, corporation, or cooperative				
B.2. Affidavit of Undertaking (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division			
Remarks: Accomplished DOE Form on liability in case of violations committed by Owner/Operator				
B.3. Supply Agreement or Supplier's Certificate (1) Original Copy Or (1) Certified True Copy	Applicant / Client			
Remarks: DOE-OIMB-registered distributor/supplier				
B.4. Reference Standards or Statement that the facility design and operation of the Retail Outlet is PNS-compliant (1) Original Copy	Applicant / Client			
Remarks: 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				
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 Or (1) Certified True 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 (preferably in 5R size photo paper) (1) Original Copy Or (1) Electronic 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 Or (1) Electronic Copy			Department of Energy - Office of the Legal Services-Downstream Conventional Energy Legal Services Division	
Remarks: Clearance of No Pending Case				
B.9. Order of Payment (1) Original Copy Or (1) Electronic Copy			Department of Energy - Financial Services - Accounting Division	
Remarks: 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 - including the application.				
B.10. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Luzon Field Office - Office of the Director (Admin and Finance)	
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	1. Assessment / Pre-Evaluation	None	1 working day/s	• Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)



Legal Services Division (DCELS).				
2. 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	2.1. Evaluation of the Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s)	None	8 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	2.2. Review of the Submitted Documentary Requirements		4 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	2.3. Endorsement of the Application Requirements		4 working day/s	Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	2.4. Approval for the Issuance of Certificate of Compliance (COC)		3 working day/s	Director ; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. LFO-OIMD02 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:	Oil Industry Management Division (LFO-OIMD)			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Natural or juridical person 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 Or (1) Electronic Copy	Applicant / Client			
<i>Remarks:</i> Submit Business/Company Profile				
B. Application				
B.1. Application Letter - Request (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division			
<i>Remarks:</i> Submit Application Form completely filled-out and notarized with the following information: 1. Business name, address, telephone number, fax number and e-mail address of the business office; 2. Location and complete address of the Storage and Dispensing Facility; and 3. 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	Applicant / Client			
B.4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate (1) Original Copy Or (1) Certified True Copy	Department of Energy - Oil Industry Management Bureau - Oil Industry Competition and Monitoring Division			
<i>Remarks:</i> From an OIMB-registered distributor/supplier				
B.5. LTO/LTFRB/LGU documents confirming the fleet of vehicles (1) Original Copy Or (1) Certified True 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 Or (1) Certified True 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 (1) Original Copy		Applicant / Client		
Remarks: With corresponding capacity/ies per product				
B.8. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, dispatcher's booth and other facilities (with measurement) (1) Original Copy Or (1) Certified True Copy		Applicant / Client		
Remarks: From Engineering Procurement Construction Contractor				
B.9. Accomplished DOE Form on Undertaking (1) Original Copy		Department of Energy - Luzon Field Office - Oil Industry Management Division		
Remarks: Submit Undertaking Form completely filled-out and notarized				
B.10. Latest photographs (preferably in 5R size photo) (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
Remarks: 1. Full/front, right, and left side views of the facility 2. Required stickers/labels for RON, E10 and B3, 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 - Downstream Conventional Energy Legal Services Division		
Remarks: Clearance of No Pending Case				
B.12. Order of Payment (1) Original Copy Or (1) Electronic Copy		Department of Energy - Financial Services - Accounting Division		
B.13. Proof of Payment (1) Original Copy		Department of Energy - Luzon Field Office (Admin and Finance)		
Remarks: 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 - including the application.				
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	1. Assessment / Pre-Evaluation	None	1 working day/s	• Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)



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).				
2. 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	2.1. Evaluation of the Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s), and Field Validation	None	8 working day/s	• Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	2.2. Review of the Submitted Documentary Requirements		4 working day/s	• Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	2.3. Endorsement of the Application Requirements		4 working day/s	• Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	2.4. Approval for the Issuance of Certificate of Non-Coverage (CNC)		3 working day/s	• Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. LFO-OIMD03 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:	Oil Industry Management Division (LFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Natural or juridical person 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. Application Form (1) Original Copy			Department of Energy - Luzon Field Office - Oil Industry Management Division	
<i>Remarks:</i> Filled-out and notarized application form complete with the following: (1 copy) 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 Or (1) Certified True Copy			DOTR - LTO	
3. Calibration Certificate (1) Original Copy Or (1) Certified True Copy			DOST - ITDI - NML	
4. Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit (1) Original Copy Or (1) Certified True Copy			DILG - BFP	
5. COC of Retail Outlet/s (1) Original Copy Or (1) Certified True Copy			Applicant / Client	
6. Order of Payment (1) Original Copy Or (1) Electronic Copy			Department of Energy - Financial Services - Accounting Division	
<i>Remarks:</i> Certificate for Hauler-Own Use @ Retail Level: PHP 1,050 Please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment - including the application.				
7. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Luzon Field Office - Office of the Director (Admin and Finance)	
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:	1.1. Pre-Assessment of Documentary Requirements	None	1 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.2. Submission of Documentary Requirements		3 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil



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)				Industry Management Division (LFO-OIMD)
	1.3. Review of the Documentary Requirements		1 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.4. Endorsement of the Application Requirements		1 working day/s	Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.5. Approval of the Certificate for Hauler-Own Use at Retail Level		1 working day/s	Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



4. LFO-OIMD04 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:	Oil Industry Management Division (LFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Natural or juridical person 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	Department of Energy - Luzon Field Office - Oil Industry Management Division	
2. Checklist / Directory of Requirements (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
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 Or (1) Certified True 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 Or (1) Electronic 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 or 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 / NML	
12. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP	
<i>Remarks:</i> <i>Conveyance of Hazardous Materials and Chemicals in Cargo Vehicles</i>		
13. Occupancy Permit (1) Certified True Copy	DILG - LGU concerned city / municipality	
<i>Remarks:</i>		



<i>Per Location / Site / Venue from the LGU concerned</i>				
14. Permit to operate unfired pressure vessel per tank for LPG business (1) Certified True Copy		DOLE - BWC		
15. Environmental Compliance Certificate per establishment (1) Certified True Copy		DENR - EMB		
16. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy Or (1) Certified True Copy		Applicant / Client		
<i>Remarks:</i> <i>DOE-OIMB Acknowledged LPG Supplier</i>				
17. 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>Issued by DOE-Acknowledged LPG associations such as LPGIA, LPGMA, PLPGA, NLAP, LPGRA, ILDP, Petron Corp, Prycegas, etc.</i>				
18. Latest Photographs of the Facility / Plant (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>A. Full and Front / Back View of the Facility / Establishment</i> <i>B. Weighing Scale Devices</i> <i>C. LPG Cylinders</i> <i>D. Safety and Informational Signs</i> <i>E. Display Board showing Facility Registered Address, Name, Trademark</i>				
19. Fire Prevention and Response Manual (1) Original Copy		Applicant / Client		
<i>Remarks:</i> <i>A. LPG Spill Prevention and Response Manual</i>				
20. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Original Copy Or (1) Electronic Copy		Department of Energy - Office of the Legal Services - Downstream Conventional Energy Legal Services Division (DCELSD)		
21. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy		Applicant / Client		
<i>Remarks:</i> <i>Special Power of Attorney (SPA) for Authorized Representative.</i>				
22. Order of Payment (1) Original Copy Or (1) Electronic Copy		Department of Energy - Financial Services - Accounting Division		
<i>Remarks:</i> <i>LTO - Refiller Fee: PHP 3,500</i> <i>For COC/LTO clients, please pay the amount due within ten (10) calendar days only.</i> <i>Failure to do so will automatically cancel the Order of Payment - including the application.</i>				
23. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy		Department of Energy - Luzon field Office - Office of the Director (Admin and Finance)		
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	1.1. Assessment and Pre-Evaluation	None	1 working day/s	• Science Research Specialist /



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).			Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.2. Submission of Documentary Requirements	8 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.3. Review of Submitted Documentary Requirements	4 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.4. Endorsement of Application Requirements	4 working day/s	Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.5. Approval for the Issuance of License to Operate (LTO) for Refiller	3 working day/s	Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



5. LFO-OIMD05 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.2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

Office or Division:	Oil Industry Management Division (LFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Natural or juridical person intending to engage in the business of LPG as Distributor	
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	Department of Energy - Luzon Field Office - Oil Industry Management Division	
2. Checklist / Directory of Requirements (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
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	
Remarks: Optional <i>If with Delivery Services</i>		
6. Executive Briefer of the Operation (1) Original Copy	Applicant / Client	
7. Scaled layout plan per establishment / outlet (1) Original Copy Or (1) Certified True Copy	Applicant / Client	
Remarks: <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 Or (1) Electronic Copy	NGA - SEC / DTI / CDA	
Remarks: <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 or municipality	
10. BIR Registration (1) Certified True Copy	DOF - BIR	
11. Certificate of Registration of Authorized Motor Vehicle (1) Certified True Copy	DOTR - LTO	
Remarks: Optional <i>If with Delivery Services</i>		



Submit motor vehicle each with corresponding picture of the vehicle plate number, company details, safety informational signages, and Recent Official Receipt of Registration	
12. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP
Remarks: Conveyance of Hazardous Materials and Chemiclas in Cargo Vehicles	
13. Occupancy Permit (1) Certified True Copy	DILG - LGU concerned city / municipality
Remarks: Per Location / Site / Venue from the LGU concerned	
14. Fire Safety Inspection Certificate (1) Certified True Copy	DILG - BFP
Remarks: For Occupancy	
15. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy Or (1) Certified True Copy	Applicant / Client
Remarks: DOE-OIMB Acknowledged LPG Supplier	
16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Original Copy Or (1) Certified True Copy	Applicant / Client
Remarks: Issued by DOE-Acknowledged LPG associations such as LPGIA, LPGMA, PLPGA, NLAP, LPGRA, ILDP, Petron Corp, Prycegas, etc.	
17. Latest Photographs of the Establishment / Outlet (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: A. Full and Front / Back View of the Facility / Establishment B. Weighing Scale Devices C. LPG Cylinders D. Safety and Informational Signs E. Display Board showing Facility Registered Address, Name, Trademark	
18. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
Remarks: A. LPG Spill Prevention and Response Manual	
19. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Original Copy Or (1) Electronic Copy	Department of Energy - Office of the Legal Services - Downstream Conventional Energy Legal Services Division (DCELSDD)
20. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy	Applicant / Client
Remarks: Special Power of Attorney (SPA) for Authorized Representative	
21. Order of Payment (1) Original Copy Or (1) Electronic Copy	Department of Energy - Financial Services - Accounting Division



Remarks:

LTO - Refiller Fee: PHP 3,500

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 - including the application.

22. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Luzon field Office - Office of the Director (Admin and Finance)	
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 (DCELSD).	1.1. Assessment and Pre-Evaluation	None	1 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.2. Submission of Documentary Requirements		8 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.3. Review of Submitted Documentary Requirements		4 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.4. Endorsement of Application Requirements		4 working day/s	Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.5. Approval for the Issuance of License to Operate (LTO) for Dealer		3 working day/s	Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



6. LFO-OIMD06 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.2022-11-0037 otherwise known as "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants."

Office or Division:	Oil Industry Management Division (LFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Natural or juridical person intending to engage in the business of LPG 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	Department of Energy - Luzon Field Office - Oil Industry Management Division	
2. Checklist / Directory of Requirements (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
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 Or (1) Certified True Copy	Applicant / Client	
Remarks: <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 Or (1) Electronic Copy	NGA - SEC / DTI / CDA	
Remarks: <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 or municipality	
10. BIR Registration (1) Certified True Copy	DOF - BIR	
11. Certificate of Registration of Authorized Motor Vehicle (1) Certified True Copy	DOTR - LTO	
Remarks: Optional <i>If with Delivery Services</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	



<i>Remarks:</i> <i>Conveyance of Hazardous Materials or Chemicals in Cargo Vehicles</i>	
13. Occupancy Permit (1) Certified True Copy	DILG - LGU concerned city / municipality
<i>Remarks:</i> <i>Per Location / Site / Venue from the LGU concerned</i>	
14. Fire Safety Inspection Certificate (1) Certified True Copy	DILG - BFP
<i>Remarks:</i> <i>For Occupancy</i>	
15. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy Or (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>DOE-OIMB Acknowledged LPG Supplier</i>	
16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Original Copy Or (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>Issued by DOE-Acknowledged LPG associations such as LPGIA, LPGMA, PLPGA, NLAP, LPGRA, ILDP, Petron Corp, Prycegas, etc.</i>	
17. Latest Photographs of the Establishment / Outlet (1) Original Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>A. Full and Front / Back View of the Facility / Establishment</i> <i>B. Weighing Scale Devices</i> <i>C. LPG Cylinders</i> <i>D. Safety and Informational Signs</i> <i>E. Display Board showing Facility Registered Address, Name, Trademark</i>	
18. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>A. LPG Spill Prevention and Response Manual</i>	
19. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Original Copy Or (1) Electronic Copy	Department of Energy - Office of the Legal Services - Downstream Conventional Energy Legal Services Division (DCELS)
20. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy	Applicant / Client
21. Order of Payment (1) Original Copy Or (1) Electronic Copy	Department of Energy - Financial Services - Accounting Division
<i>Remarks:</i> <i>LTO - Retailer Fee: PHP 3,500</i> <i>For COC/LTO clients, please pay the amount due within ten (10) calendar days only.</i> <i>Failure to do so will automatically cancel the Order of Payment - including the application.</i>	
22. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy	Department of Energy - Luzon field Office - Office of the Director (Admin and Finance)



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 (DCELSD).	1.1. Assessment and Pre-Evaluation	None	1 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.2. Submission of Documentary Requirements		8 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.3. Review of Submitted Documentary Requirements		4 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.4. Endorsement of Application Requirements		4 working day/s	Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.5. Approval for the Issuance of License to Operate (LTO) for Retailer		3 working day/s	Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



7. LFO-OIMD07 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:	Oil Industry Management Division (LFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Natural or juridical person intending to engage in the business of LPG 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	Department of Energy - Luzon Field Office - Oil Industry Management Division	
2. Checklist / Directory of Requirements (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
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 Or (1) Electronic 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 or municipality	
9. BIR Registration (1) Certified True Copy	DOF - BIR	
10. Certificate of Calibration per Bulk Motor Vehicle (Lorry Tank) (1) Certified True Copy	DOST - ITDI / NML	
11. Conveyance Permit per Motor Vehicle (1) Certified True Copy	DILG - BFP	
12. Ship Registry and Safety Certificates per marine vessel with picture of the name of vessel (1) Original Copy Or (1) Certified True Copy	DOTR - MARINA	
<i>Remarks:</i> <i>With picture of the Vessel with Name</i>		
13. Notarized Certification on the Supplier's Contract or Agreement (1) Original Copy Or (1) Certified True Copy	Applicant / Client	
<i>Remarks:</i> <i>DOE-OIMB 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> <i>Issued by DOE-Acknowledged LPG associations such as LPGIA, LPGMA, PLPGA, NLAP, LPGRA, ILDP, Petron Corp, Prycegas, etc.</i>				
15. Latest Photograph/s of the Hauling Vehicle (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>A. Full and Front / Back View of the Hauling Vehicle</i> <i>B. Safety and Informational Signs</i> <i>C. Display Board showing Facility Registered Address, Name, Trademark</i>				
16. Fire Prevention and Response Manual (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>A. LPG Spill Prevention and Response Manual</i>				
17. Clearance certificate of No pending penalty or prohibition to engage in DOI activity (1) Original Copy Or (1) Electronic Copy			Department of Energy - Office of the Legal Services - Downstream Conventional Energy Legal Services Division (DCELSD)	
18. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Special Power of Attorney (SPA) for Authorized Representative</i>				
19. Order of Payment (1) Original Copy Or (1) Electronic Copy			Department of Energy - Financial Services - Accounting Division	
<i>Remarks:</i> <i>LTO - Independent Hauler Fee: PHP 3,500</i> <i>For COC/LTO clients, please pay the amount due within ten (10) calendar days only.</i> <i>Failure to do so will automatically cancel the Order of Payment - including application.</i>				
20. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Luzon field Office - Office of the Director (Admin and Finance)	
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-	1.1. Assessment and Pre-Evaluation	None	1 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.2. Submission of Documentary Requirements		8 working day/s	Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)



Downstream Conventional Energy Legal Services Division (DCELSD).	1.3. Review of Submitted Documentary Requirements		4 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.4. Endorsement of Application Requirements		4 working day/s	Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.5. Approval for the Issuance of License to Operate (LTO) for Independent Hauler		3 working day/s	Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



8. LFO-OIMD08 Issuance of Certificate of Compliance (COC) for Technology-Solution Retail Outlets (TSROs)

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:	Oil Industry Management Division (LFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Natural or juridical person intending to engage or engaged in the retailing of Liquid Fuels (LF) utilizing emerging technologies that will address the proliferation of retailing liquid fuels in unauthorized container or "bote-bote system".	
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>		
A.2. City or Municipal Endorsement stating to the effect that the TSRO is for the purpose of addressing the proliferation of "bote-bote" retailing in the area and observance of 1-km. radius distance from another Retail Outlet (1) Original Copy	Local Government Unit concerned - Office of the Local Executive (Mayor)	
<i>Remarks:</i> <i>Signed and Sealed by the LGU issuing office</i>		
B. Application		
B.1. Application Form (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
<i>Remarks:</i> <i>Submit Application Form completely filled-out and notarized with the following information:</i> 1. Business name, address, telephone number, fax number and e-mail address of the business office; 2. Location and complete address of the Retail Outlet; and 3. Name of Owner/Operator or Authorized Representative if sole proprietor, partnership, corporation, or cooperative		
B.2. Affidavit of Undertaking (1) Original Copy	Department of Energy - Luzon Field Office - Oil Industry Management Division	
<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>Issued by a DOE-OIMB registered LF distributor/hauler/trader/supplier or LFROs who are ALSO registered LF distributors.</i>		
B.4. Certification that the materials are manufactured in accordance to the facilities and product safety (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>Issued by certifying bodies such as Underwriters Laboratories (UL)-listed and equivalent safety marks, e.g., National Registered Testing Laboratory (NRTL), European Conformity (CE), Regulatory Compliance Mark (RCM), Product Safety Electrical Appliance</i>		



and Material (PSE), among others				
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 Or (1) Certified True Copy			Applicant / Client	
Remarks: With Measurement showing the following: 1. setback distances from the Firewall and other facilities 2. dispensers, 3. storage tanks, 4. cashier's booth and 5. other facilities Signed and Sealed by the Architect / Engineer / Contractor in-charge				
B.7. Latest photographs (preferably in 5R size photo paper) (1) Original Copy Or (1) Electronic 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 Or (1) Electronic Copy			Department of Energy - Office of the Legal Services-Downstream Conventional Energy Legal Services Division	
Remarks: Clearance of No Pending Case				
B.9. Order of Payment (1) Original Copy Or (1) Electronic Copy			Department of Energy - Financial Services - Accounting Division	
Remarks: 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 - including the application.				
B.10. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Luzon Field Office - Office of the Director (Admin and Finance)	
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	1. Assessment / Pre-Evaluation	None	1 working day/s	• Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)



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).				
2. 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	2.1. Evaluation of the Submitted Documentary Requirements (including Legal Clearance), Proof of Payment(s)	None	8 working day/s	• Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	2.2. Review of the Submitted Documentary Requirements		4 working day/s	• Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	2.3. Endorsement of the Application Requirements		4 working day/s	• Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	2.4. Approval for the Issuance of Certificate of Compliance (COC)		3 working day/s	• Director ; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



9. LFO-OIMD09 Issuance of Certification for LGU Permit / License / Clearance

In instances where a Local Government Unit (LGU) mandates the submission of a Certificate of Compliance (COC) / Certificate of Non-Coverage (CNC) or License to Operate (LTO) as a compulsory prerequisite for the issuance of a Mayor's or Business Permit, the Department may issue a formal Certification prior to the operation of a facility or establishment.

This Certification shall be issued for the limited and specific purpose of facilitating the applicant's compliance with local business licensing requirements. It serves as a provisional attestation of the outlet's status pending the final issuance of the regular COC/CNC or LTO, ensuring that administrative sequencing does not unduly delay the commencement of legal business operations.

Office or Division:	Oil Industry Management Division (LFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Natural or juridical person intending to engage or operate in the Downstream Oil Industry Activities - with complete documentary requirements but pending the final issuance of their mandatory Certificate of Compliance (COC) / Certificate of Non-Coverage (CNC) or License to Operate (LTO).			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
Remarks: <i>The letter request should contain the following:</i> 1. Registered 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 operator/dealer/retailer and authorized representative if partnership/corporation/cooperative.				
2. Documentary Requirements (1) Original Copy Or (1) Certified True Copy Or (1) Electronic Copy			Applicant / Client	
Sub Requirement				
2.A. LFRO / TSRO				
2.A.1. Refer to the Checklist of Requirements (1) Original Copy Or (1) Certified True Copy Or (1) Electronic Copy			Applicant / Client	
2.B. LPG Refiller / Dealer / Retailer				
2.B.1. Refer to the Checklist of Requirements (1) Original Copy Or (1) Certified True Copy Or (1) Electronic Copy			Applicant / Client	
3. Legal Clearance of No Pending Case (1) Original Copy Or (1) Electronic Copy			Department of Energy - Legal Services - Downstream Conventional Energy Legal Services Division	
4. Order of Payment (1) Original Copy Or (1) Electronic Copy			Department of Energy - Financial Services - Accounting Division	
Remarks: Certificate Fee @ PHP 500.00 per facility / establishment Please pay the amount due within ten (10) calendar days only. Failure to do so will automatically cancel the Order of Payment - including the application.				
5. Proof of Payment (Official Receipt) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Luzon Field Office - Office of the Director (Admin and Finance)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of Request for the Issuance of Certification for LGU Permit / License /	1.1. Assessment / Pre-Evaluation of Requirements	None	1 working day/s	Science Research Specialist /



Clearance AND Presentation of Documentary Requirements 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)				Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.2. Processing of Valid Requirements for the Issuance of Certification for LGU / BFP		1 working day/s	• Science Research Specialist / Project Evaluation Specialist; Oil Industry Management Division (LFO-OIMD)
	1.3. Review of the Requirements for the Issuance of Certification for LGU / BFP		1 working day/s	• Supervising Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.4. Endorsement of the Requirements for the Issuance of Certification for LGU / BFP		2 working day/s	• Chief Science Research Specialist; Oil Industry Management Division (LFO-OIMD)
	1.5. Approval of the Issuance of Certification for LGU / BFP		2 working day/s	• Director; Oil Industry Management Division (LFO-OIMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		