



General Legal Services Division (GLSD)
External Services



1. LS-GLSD01 Issuance of Certification of No Pending or Pendency of Administrative Case and Clearance (External)

This Certification serves as proof whether a requesting deceased/former employee or official of the Department of Energy (DOE) has a pending administrative case filed against him/her in the DOE itself based on records of the Legal Services. This is to ensure that the requesting deceased/former DOE personnel has no pending administrative case before allowing him/her to claim government benefits, clearance, or others.

Office or Division:	General Legal Services Division (GLSD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Heirs, Family Members, Legal Representatives, or Authorized Individuals acting on behalf of Deceased, Incapacitated, or otherwise Unavailable Department of Energy Officials and Employees.			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. DOE Clearance Form from HRMD (1) Original Copy			Department of Energy - Human Resource Management Division	
2. Death Certificate (1) Photo Copy			Philippine Statistics Authority - Civil Registration Services Division	
For Situational Requirement				
A. Additional requirement for authorized representative/s				
A.1. Special Power of Attorney (SPA)/Affidavit/Authorization Letter from immediate family (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of documentary requirements, as the case may be, through either of the following: a. Walk-in or b. Email Location: Basement of the Multi-Purpose Building, General Legal Services Division, Legal Services of the Department of Energy	1. Receive and evaluate the completeness of documents. 1.1.1. Check if details provided on the documents are complete and if the submitted documentary requirements are compliant. 1.1.2 Check the GLSD database of DOE personnel with pending administrative case/s, to verify whether the Requesting Party has a pending Administrative Case or None. 1.1.3 Draft Certification indicating the result of the verification, and assign control number	None	1 working day/s	• Legal Assistant II; General Legal Services Division (GLSD)
2. Signing of the Certificate Location: Basement of the Multi-Purpose Building, General Legal Services Division, Legal Services of the Department of Energy	2. The draft Certificate shall then be signed by the Chief of GLSD, or authorized personnel in case of his/her absence. In case of requesting the party is Director and above, the Certificate shall be initial by the Chief of GLSD and signed by the Director of Legal Services.	None	2 working day/s	• Division Chief (for formerly Division Chief and below) or Director of Legal Services (for formerly Director and above); General Legal Services Division (GLSD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		



General Legal Services Division (GLSD)
Internal Services



1. LS-GLSD02 Issuance of Certification of No Pending or Pendency of Administrative Case and Clearance (Internal)

This Certification serves as proof whether a requesting employee or official of the Department of Energy (DOE) has a pending administrative case filed against him/her in the DOE itself based on records of the Legal Services. This is to ensure that the requesting DOE personnel has no pending administrative case before allowing him/her to travel to foreign countries or to permanently leave his/her DOE office through leave, resignation, retirement, end of term, transfer, or others.

Office or Division:	General Legal Services Division (GLSD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	All Officials and Regular/Permanent, Coterminous Employees of the Department of Energy			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Situational Requirement				
A. For Travel				
A.1. Travel Authority or Invitation Letter (1) Photo Copy Or (1) Electronic Copy			Department of Energy - Human Resource Management Division	
B. For Clearance				
B.1. Department of Energy Clearance Form (1) Original Copy			Department of Energy - Human Resource Management Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of documentary requirements, as the case may be through either of the following: a. Walk-in b. Email Location: a) Walk-in: Basement of the Multi-Purpose Building, General Legal Services Division, Legal Services of the Department of Energy b) Email: glsd@doe.gov.ph	1.1. Receive and evaluate the completeness of documents. Check the GLSD database of DOE personnel with pending administrative case/s, to verify whether the Requesting Party has a pending Administrative Case or None. Draft Certification indicating the result of the verification, and assign control number. 1.2. The draft Certificate shall then be signed by the Chief of GLSD, or authorized personnel in case of his/her absence. In case of requesting the party is Director and above, the Certificate shall be initial by the Chief of GLSD and signed by the Director of Legal Services.	None	1 working day/s 2 working day/s	• Legal Assistant II; General Legal Services Division (GLSD) • Division Chief, General Legal Service Division or Director, Legal Services; General Legal Services Division (GLSD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		