



Energy Resource Development Division (MFO-ERDD)
External Services



1. MFO-ERDD01 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Supervised by Coal Operating Contract (COC) Holders – New and Renewal

Issuance of Small-Scale Coal Mining Permit (SSCMP) – Supervised by Coal Operating Contract (COC) Holders pursuant to P.D. 972 and BED Circular No. 87-03-001.

Office or Division:	Energy Resource Development Division (MFO-ERDD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Any interested individual within Mindanao, who is a Filipino Citizen, of legal age, and a resident of the place or area where the coal deposit is located, as certified to by its Barangay Captain and the Local Mayor.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	P.D. 972 and BED Circular No. 87-03-001	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Letter addressed to MFO Director and signed by the Applicant or any Authorized Representative (1) Original Copy	Applicant / Client	
2. Filled out Application Form (1) Original Copy	Department of Energy - Mindanao Field Office- Energy Resource Development Division	
3. Survey Plan (1 mylar, 2 whiteprints) - Signed and sealed by Geodetic Engineer (1) Original Copy	Applicant / Client	
4. Technical Description (1) Original Copy	Applicant / Client	
5. Lot Data Computation (1) Original Copy	Applicant / Client	
6. Area Clearance from DOE-ITMS (1) Photo Copy	Department of Energy - Information Technology and Management Services	
7. Certification of Residency (1) Photo Copy	Local Government Unit - Barangay and Municipal/ City	
<i>Remarks:</i> <i>Submit each of the following:</i> <i>a. Certificate of residency from incumbent Barangay Captain</i> <i>b. Certificate of residency from incumbent Municipal/City Mayor</i>		
8. Work Program (Signed and sealed by the Mining Engineer of the respective Supervising COC holder) (1) Original Copy	Applicant / Client	
<i>Remarks:</i> <i>The Work Program must contain the following details:</i> <i>a. Computation of Coal Reserves</i> <i>b. Mining Method to be used</i> <i>c. Projection of Daily and Annual Production Rates</i> <i>d. Table of Organization</i> <i>e. List of Mining Equipment</i> <i>f. Geological Map of Area Applied, Scale 1:1000</i> <i>g. Detailed Mine Plan, Scale 1:1000</i> <i>h. Production Cost per metric ton</i> <i>i. Minimum Acceptable Market Price per metric ton</i>		
9. Certificate of Bank Deposit as proof of working capital of not less than Php 10,000.00 (1) Photo Copy	Applicant / Client	



10. Current Real Property Tax Declaration (issued in the current year) (1) Photo Copy		City/Municipality - Local Assessor's Office		
Sub Requirement				
10.A. To submit Transfer Certificate of Title / Original Certificate of Title / any other proof of ownership of the land; whichever applicable.				
10.B. If the property is within a coal reservation, the submission of the latest Real Property Tax Declaration is required.				
10.C. If applicant is not the registered owner of the land - submit notarized contract of lease / memorandum of agreement / deed of sale / agreement, whichever is applicable, stating that the applicant is allowed to use land for SSCMP purposes.				
11. Operating Agreement (1) Original Copy		Applicant / Client		
12. Contract of Purchase and Sale (1) Original Copy		Applicant / Client		
13. Certification from NCIP Any of the following:				
13.A. Certification Precondition (CP), if the applied area overlaps with any ancestral domain (Section 59- RA No. 8371 "The Indigenous Peoples Rights Act of 1997") (1) Photo Copy		National Commission on Indigenous Peoples -		
---- OR ----				
13.B. Certificate of Non-Overlap (CNO), if the applied area does not overlap with any ancestral domain (Section 59- RA No. 8371 "The Indigenous Peoples Rights Act of 1997") (1) Photo Copy		National Commission on Indigenous Peoples -		
For Situational Requirement				
A. For Renewal Application - All of the above requirements are necessary EXCEPT for Item No. 6 (Area Clearance from DOE-ITMS)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents Location: Department of Energy- Mindanao Field Office 3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City	1.1. Review of completeness of documents against the checklist of requirements.	None	15 minute/s	• Senior Science Research Specialist / Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.2. MFO Records Officer receives the documents and endorses to OD with Energy Application Monitoring System (EAMS).		1 working day/s	• Administrative Assistant I; Office of the Director (MFO-OD)
	1.3. MFO-OD receives the documents and endorses to Energy Resource Development Division (ERDD).		4 hour/s	• Director; Office of the Director (MFO-OD)
	1.4. ERDD Chief/ Supervising SRS receives and endorses the documents for Technical Evaluation.		4 hour/s	• Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.5. Assigned technical staff receives the documents and conducts Technical Evaluation.		10 working day/s	• Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.6. Legal Officer receives the documents and conducts Legal Evaluation.		5 working day/s	• Legal Officer; Legal Section (MFO-Legal)



	1.7. ERDD to prepare billing statement through COMS V2.1.		5 minute/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.8. Approval of billing statement		5 minute/s	Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.9. Accounting Staff to issue Order of Payment. Once received, MFO-ERDD notifies the applicant via email to pay application fee.		10 minute/s	- Accounting Staff; Accounting Division (AD) - Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
2. Applicant pays the application fee within 2 working days (DOE-MFO/ Bank or Online Payment Facility) Location: Department of Energy- Mindanao Field Office 3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City Notes/Instruction: For walk-in, applicant pays thru cash/ postal money order/ manager's check at DOE-MFO. For online payment, client sends the copy of proof of payment. MFO official email address: doe.mfo@doe.gov.ph.	2.1. MFO accept and process payment and issue Official Receipt.	Possible Fees Breakdown: below 1 hectare: PHP 1000 1.1 to 2 hectares: PHP 2000 2.1 to 3 hectares: PHP 3000 3.1 to 4 hectares: PHP 4000 4.1 to 5 hectares: PHP 5000	25 minute/s	Collecting Officer; Office of the Director (MFO-OD)
	2.2. The assigned technical staff prepares the certificate and application documents for review of Chief and/or Supervising SRS. The Chief and/or Supervising SRS reviews and endorses the application to the MFO-Director for final review and approval of application.		4 hour/s	- Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD) - Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	2.3. Final review and approval of SSCMP application.		2 working day/s	Director; Office of the Director (MFO-OD)
	2.4. ERDD records and updates EAMS. ERDD sends an email notification to the applicant for the approval of their Small-Scale Coal Mining Permit.		3 hour/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
- below 1 hectare : 1000 1.1 to 2 hectares : 2000				



- **2.1 to 3 hectares** : 3000
- **3.1 to 4 hectares** : 4000
- **4.1 to 5 hectares** : 5000



2. MFO-ERDD02 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent New and Renewal

Issuance of Small-Scale Coal Mining Permit (SSCMP) – Independent New and Renewal pursuant to P.D. 972 and BED Circular No. 87-03-001.

Office or Division:	Energy Resource Development Division (MFO-ERDD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Any interested individual within Mindanao, who is a Filipino Citizen, of legal age, and a resident of the place or area where the coal deposit is located, as certified to by its Barangay Captain and the Local Mayor.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	P.D. 972 and BED Circular No. 87-03-001	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Letter addressed to MFO Director and signed by the Applicant or any Authorized Representative (1) Original Copy	Applicant / Client	
2. Filled out Application Form (1) Original Copy	Department of Energy - Mindanao Field Office- Energy Resource Development Division	
3. Survey Plan (1 mylar, 2 whiteprints) - Signed and sealed by Geodetic Engineer (1) Original Copy	Applicant / Client	
4. Technical Description (1) Original Copy	Applicant / Client	
5. Lot Data Computation (1) Original Copy	Applicant / Client	
6. Area Clearance from DOE-ITMS (1) Photo Copy	Department of Energy - Information Technology and Management Services	
7. Certification of Residency (1) Photo Copy	Local Government Unit - Barangay and Municipal/ City	
Remarks: <i>Submit each of the following:</i> <i>a. Certificate of residency from incumbent Barangay Captain</i> <i>b. Certificate of residency from incumbent Municipal/City Mayor</i>		
8. Work Program (Signed and sealed by Mining Engineer) (1) Original Copy	Applicant / Client	
Remarks: <i>The Work Program must contain the following details:</i> <i>a. Computation of Coal Reserves</i> <i>b. Mining Method to be used</i> <i>c. Projection of Daily and Annual Production Rates</i> <i>d. Table of Organization</i> <i>e. List of Mining Equipment</i> <i>f. Geological Map of Area Applied, Scale 1:1000</i> <i>g. Detailed Mine Plan, Scale 1:1000</i> <i>h. Production Cost per metric ton</i> <i>i. Minimum Acceptable Market Price per metric ton</i>		
9. Certificate of Bank Deposit as proof of working capital of not less than Php 10,000.00 (1) Photo Copy	Applicant / Client	
10. Current Real Property Tax Declaration (issued in the current year) (1) Photo Copy	City/Municipality - Local Assessor's Office	



Sub Requirement				
10.A. To submit Transfer Certificate of Title / Original Certificate of Title / any other proof of ownership of the land; whichever applicable.				
10.B. If the property is within a coal reservation, the submission of the latest Real Property Tax Declaration is required.				
10.C. If applicant is not the registered owner of the land - submit notarized contract of lease / memorandum of agreement / deed of sale / agreement, whichever is applicable, stating that the applicant is allowed to use land for SSCMP purposes.				
11. Certification from NCIP Any of the following:				
11.A. Certification Precondition (CP), if the applied area overlaps with any ancestral domain (Section 59- RA No. 8371 "The Indigenous Peoples Rights Act of 1997") (1) Photo Copy			National Commission on Indigenous Peoples - Issuing Agency	
---- OR ----				
11.B. Certificate of Non-Overlap (CNO), if the applied area does not overlap with any ancestral domain (Section 59- RA No. 8371 "The Indigenous Peoples Rights Act of 1997") (1) Photo Copy			National Commission on Indigenous Peoples - Issuing Agency	
For Situational Requirement				
A. For Renewal Application - All of the above requirements are necessary EXCEPT for Item No. 6 (Area Clearance from DOE-ITMS)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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	1.2. MFO Records Officer receives the documents and endorses to OD with Energy Application Monitoring System (EAMS).		1 working day/s	• Administrative Assistant I; Office of the Director (MFO-OD)
	1.3. MFO-OD receives the documents and endorses to Energy Resource Development Division (ERDD).		4 hour/s	• Director; Office of the Director (MFO-OD)
	1.4. ERDD Chief/ Supervising SRS receives and endorses the documents for Technical Evaluation.		4 hour/s	• Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.5. Assigned technical staff receives the documents and conducts Technical Evaluation.		10 working day/s	• Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.6. Legal Officer receives the documents and conducts Legal Evaluation.		5 working day/s	• Legal Officer; Legal Section (MFO-Legal)
	1.7. ERDD to prepare billing statement through COMS V2.1.		5 minute/s	• Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)



	1.8. Approval of billing statement.		5 minute/s	Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.9. Accounting Staff to issue Order of Payment. Once received, MFO-ERDD notifies the applicant via email to pay application fee.		10 minute/s	- Accounting Staff; Accounting Division (AD) - Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
2. Applicant pays the application fee within 2 working days (DOE-MFO/ Bank or Online Payment Facility) Location: Department of Energy- Mindanao Field Office 3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City Notes/Instruction: For walk-in, applicant pays thru cash/ postal money order/ manager's check at DOE-MFO. For online payment, client sends the copy of proof of payment. MFO official email address: doe.mfo@doe.gov.ph.	2.1. MFO accept and process payment and issue Official Receipt.	Possible Fees Breakdown: below 1 hectare: PHP 1000 1.1 to 2 hectares: PHP 2000 2.1 to 3 hectares: PHP 3000 3.1 to 4 hectares: PHP 4000 4.1 to 5 hectares: PHP 5000	25 minute/s	Collecting Officer; Office of the Director (MFO-OD)
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	2.3. Final review and approval of SSCMP application.		2 working day/s	Director; Office of the Director (MFO-OD)
	2.4. ERDD records and updates EAMS. ERDD sends an email notification to the applicant for the approval of their Small-Scale Coal Mining Permit.		3 hour/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees - below 1 hectare : 1000 1.1 to 2 hectares : 2000 2.1 to 3 hectares : 3000 3.1 to 4 hectares : 4000 4.1 to 5 hectares : 5000				



3. MFO-ERDD03 Issuance of Certificate of Accreditation as Coal End-User (CEU)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as Guidelines on Coal Trading and Utilization, entities 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 must be accredited with the Department of Energy.

Applications shall be made with the concerned DOE Field Office where its business operation/plant that utilizes or will utilize coal is located. In the case of applications covering Regions IV-A, IV-B, V, and the National Capital Region (NCR), the same shall be filed with the DOE Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Energy Resource Development Division (MFO-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.																																				
Operating Hours:	8:00 AM - 5:00 PM																																				
Statute:	DOE Department Circular No. DC2025-11-0027, or the "Guidelines on Coal Trading and Utilization."																																				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Duly accomplished application form (1) Original Copy</td><td>Department of Energy - Mindanao Field Office- Energy Resource Development Division</td></tr> <tr> <td colspan="2"> Remarks: Department Circular No. DC2025-11-0027 Annex A – Application Form Downloadable Form: https://bit.ly/AnnexA-ApplicationForm </td></tr> <tr> <td colspan="2">2. Registration certificate issued by either of the following government agencies: Any of the following:</td></tr> <tr> <td>2.A. Securities and Exchange Commission (SEC) (1) Certified True Copy</td><td>Securities and Exchange Commission (SEC) - Issuing Unit</td></tr> <tr> <td colspan="2">---- OR ----</td></tr> <tr> <td>2.B. Department of Trade and Industry (DTI) (1) Certified True Copy</td><td>Department of Trade and Industry (DTI) - Issuing Unit</td></tr> <tr> <td colspan="2">---- OR ----</td></tr> <tr> <td>2.C. Cooperative Development Authority (CDA) (1) Certified True Copy</td><td>Cooperative Development Authority (CDA) - Issuing Unit</td></tr> <tr> <td>3. Business Permit (1) Certified True Copy</td><td>Local Government Unit - Mayor's Office</td></tr> <tr> <td colspan="2"> Remarks: Issued by the City or Municipality where the business operation/plant that utilizes or will utilize coal is located and, if applicable, a certified true copy of the Business Permit from the City or Municipality where the storage facility is located. </td></tr> <tr> <td>4. Technical specifications of coal-fired equipment and plant location map (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>6. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC) and Permit to Operate (PTO) each in respect of the coal facility (1) Certified True Copy</td><td>Department of Environment and Natural Resources - Environmental Management Bureau</td></tr> <tr> <td>7. Photos of the coal storage facility (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>8. Copy of Invoice for the payment of the processing fee amounting to Php10,000.00 (1) Photo Copy</td><td>Department of Energy - Mindanao Field Office</td></tr> <tr> <td colspan="2"> Remarks: To process payment, applicant shall send the scanned copy of the duly accomplished and notarized application form (DC2025-11-0027- Annex A) to doe.mfo@doe.gov.ph </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Duly accomplished application form (1) Original Copy	Department of Energy - Mindanao Field Office- Energy Resource Development Division	Remarks: Department Circular No. DC2025-11-0027 Annex A – Application Form Downloadable Form: https://bit.ly/AnnexA-ApplicationForm		2. Registration certificate issued by either of the following government agencies: Any of the following:		2.A. Securities and Exchange Commission (SEC) (1) Certified True Copy	Securities and Exchange Commission (SEC) - Issuing Unit	---- OR ----		2.B. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - Issuing Unit	---- OR ----		2.C. Cooperative Development Authority (CDA) (1) Certified True Copy	Cooperative Development Authority (CDA) - Issuing Unit	3. Business Permit (1) Certified True Copy	Local Government Unit - Mayor's Office	Remarks: Issued by the City or Municipality where the business operation/plant that utilizes or will utilize coal is located and, if applicable, a certified true copy of the Business Permit from the City or Municipality where the storage facility is located.		4. Technical specifications 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) Photo Copy	Applicant / Client	6. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC) and Permit to Operate (PTO) each in respect of the coal facility (1) Certified True Copy	Department of Environment and Natural Resources - Environmental Management Bureau	7. Photos of the coal storage facility (1) Original Copy	Applicant / Client	8. Copy of Invoice for the payment of the processing fee amounting to Php10,000.00 (1) Photo Copy	Department of Energy - Mindanao Field Office	Remarks: To process payment, applicant shall send the scanned copy of the duly accomplished and notarized application form (DC2025-11-0027- Annex A) to doe.mfo@doe.gov.ph	
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Remarks: To process payment, applicant shall send the scanned copy of the duly accomplished and notarized application form (DC2025-11-0027- Annex A) to doe.mfo@doe.gov.ph																																					



Email Subject: Application for the Issuance of Certificate of Accreditation as Coal End-User (CEU)

The Mindanao Field Office shall prepare a billing statement for the issuance of an Order of Payment, which shall be sent to the applicant's email address indicated in the application form.

Within ten (10) calendar days from the issuance of the Order of Payment, the applicant shall pay a non-refundable application fee in the amount of Ten Thousand Pesos (Php 10,000.00), net of all charges, such as, but not limited to, documentary stamps and wire/cable charges, which shall be for the account of the applicant.

Payments may be made in cash, manager's cheque, postal money order, or via wire/bank transfer payable to the "Department of Energy".

For Situational Requirement

A. Service agreement with an accredited Coal Logistics Service Provider (CLSP), if applicable.

A.1. Service agreement with an accredited Coal Logistics Service Provider (CLSP) (1) Certified True Copy	Applicant / Client
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Remarks:

Pursuant to DC2025-11-0027, one of the obligations of Coal End User (CEU) is to engage only the services of accredited Coal Logistics Service Providers (CLSPs) for coal transport and handling.

B. Proof of authority of the representative of the applicant, if applicable

B.1. Proof of authority of the representative of the applicant (1) Original Copy Or (1) Certified True Copy	Applicant / Client
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Remarks:

Authorized Representative shall attach either of the following:

1. For corporation, submit **Secretary's Certificate with Board Resolution**, stating the full name/s of the authorized representative/s.
2. For cooperative/ 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 Location: Department of Energy- Mindanao Field Office 3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City Notes/Instruction: <i>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 within seven (7) working days from notice to the applicant, which period may be extended for reasonable grounds.</i>	1.1. Review of completeness of documents against the checklist of requirements.	None	15 minute/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.2. MFO Records Officer receives the documents and endorses to OD with Energy Application Monitoring System (EAMS).		1 working day/s	Administrative Assistant I; Office of the Director (MFO-OD)
	1.3. MFO-OD receives the documents and endorses to Energy Resource Development Division (ERDD).		4 hour/s	Director; Office of the Director (MFO-OD)
	1.4. ERDD Chief/ Supervising SRS receives and endorses the documents for Technical Evaluation.		4 hour/s	Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.5. Assigned technical staff receives the documents and conducts Technical Evaluation.		10 working day/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)



	1.6. Legal Officer receives the documents and conducts Legal Evaluation.		5 working day/s	Legal Officer; Legal Section (MFO-Legal)
	1.7. The assigned technical staff prepares the certificate and application documents for review of Chief and/or Supervising SRS. The Chief and/or Supervising SRS reviews and endorses the application to the MFO-Director for final review and approval of application.		4 hour/s	- Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD) - Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.8. Final review and approval of CEU Accreditation application.		2 working day/s	Director; Office of the Director (MFO-OD)
	1.9. ERDD records and updates EAMS. ERDD sends an email notification to the applicant for the approval of their Coal End-User Accreditation Certificate.		3 hour/s, 45 minute/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



4. MFO-ERDD04 Issuance of Certificate of Accreditation as Coal End-User (CEU) - Renewal

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as Guidelines on Coal Trading and Utilization, an accredited Coal Trader, Coal End-User, or Coal Logistics Service Provider may apply for renewal of its Certificate of Accreditation not earlier than ninety (90) calendar days but not later than thirty (30) calendar days prior to its expiration.

Applications shall be made with the concerned DOE Field Office where its business operation/plant that utilizes or will utilize coal is located. In the case of applications covering Regions IV-A, IV-B, V, and the National Capital Region (NCR), the same shall be filed with the DOE Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Energy Resource Development Division (MFO-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.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	DOE Department Circular No. DC2025-11-0027, or the "Guidelines on Coal Trading and Utilization."
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Duly accomplished application form (1) Original Copy	Department of Energy - Mindanao Field Office- Energy Resource Development Division
<i>Remarks:</i> Department Circular No. DC2025-11-0027 Annex A – Application Form Downloadable Form: https://bit.ly/AnnexA-ApplicationForm	
2. Registration certificate issued by either of the following government agencies: <i>Any of the following:</i>	
2.A. Securities and Exchange Commission (SEC) (1) Certified True Copy	Securities and Exchange Commission (SEC) - Issuing Agency
---- OR ----	
2.B. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - Issuing Agency
---- OR ----	
2.C. Cooperative Development Authority (CDA) (1) Certified True Copy	Cooperative Development Authority (CDA) - Issuing Agency
3. Business Permit (1) Certified True Copy	Local Government Unit - Mayor's Office
<i>Remarks:</i> Issued by the City or Municipality where the business operation/plant that utilizes or will utilize coal is located and, if applicable, a certified true copy of the Business Permit from the City or Municipality where the storage facility is located.	
4. Technical specifications 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) Photo Copy	Applicant / Client
6. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC), as applicable, and Permit to Operate (PTO) each in respect of the coal facility (1) Certified True Copy	Department of Environment and Natural Resources - Environmental Management Bureau
7. Photos of the coal storage facility (1) Original Copy	Applicant / Client
8. Copy of Invoice for the payment of the processing fee amounting to Php10,000.00 (1) Photo Copy	Department of Energy - Mindanao Field Office
<i>Remarks:</i> To process payment, the applicant shall send the scanned copy of the duly accomplished and notarized application form (DC2025-11-0027-Annex A) to doe.mfo@doe.gov.ph	



Email Subject: Application for the Issuance of Certificate of Accreditation as Coal End-User (CEU)- Renewal

The Mindanao Field Office shall prepare a billing statement for the issuance of an Order of Payment, which shall be sent to the applicant's email address indicated in the application form.

Within ten (10) calendar days from the issuance of the Order of Payment, the applicant shall pay a non-refundable application fee in the amount of Ten Thousand Pesos (Php 10,000.00), net of all charges, such as, but not limited to, documentary stamps and wire/cable charges, which shall be for the account of the applicant.

Payments may be made in cash, manager's cheque, postal money order, or via wire/bank transfer payable to the "Department of Energy".

9. Financial Clearance (1) Photo Copy	Department of Energy - Conventional Energy Resources Compliance Division (CERCD)
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For Situational Requirement

A. Service agreement with an accredited Coal Logistics Service Provider (CLSP), if applicable

A.1. Service agreement with an accredited Coal Logistics Service Provider (CLSP) (1) Certified True Copy	Applicant / Client
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Remarks:

Pursuant to DC2025-11-0027, one of the obligations of Coal End User (CEU) is to engage only the services of accredited Coal Logistics Service Providers (CLSPs) for coal transport and handling.

B. Proof of authority of the representative of the applicant, if applicable

B.1. Proof of authority of the representative of the applicant (1) Original Copy Or (1) Certified True Copy	Applicant / Client
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Remarks:

Authorized Representative shall attach either of the following:

1. For corporation, submit **Secretary's Certificate with Board Resolution**, stating the full name/s of the authorized representative/s.
2. For cooperative/ single proprietorship, submit **Special Power of Attorney (SPA)**, stating the full name/s of the authorized representative/s.

C. 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

C.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	Applicant / Client
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Remarks:

Downloadable Form: <https://bit.ly/AnnexB-SwornCertification>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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1. Submission of complete documents Location: Department of Energy- Mindanao Field Office 3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City Notes/Instruction: <i>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 within seven (7) working days from notice to the applicant, which period may be extended for reasonable grounds.</i>	1.1. Review of completeness of documents against the checklist of requirements.	None	15 minute/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.2. MFO Records Officer receives the documents and endorses to OD with Energy Application Monitoring System (EAMS).		1 working day/s	Administrative Assistant I; Office of the Director (MFO-OD)
	1.3. MFO-OD receives the documents and endorses to Energy Resource Development Division (ERDD).		4 hour/s	Director; Office of the Director (MFO-OD)
	1.4. ERDD Chief/ Supervising SRS receives and endorses the documents for Technical Evaluation.		4 hour/s	Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.5. Assigned technical staff receives the documents and conducts Technical Evaluation.		10 working day/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.6. Legal Officer receives the documents and conducts Legal Evaluation.		5 working day/s	Legal Officer; Legal Section (MFO-Legal)
	1.7. The assigned technical staff prepares the certificate and application documents for review of Chief and/or Supervising SRS. The Chief and/or Supervising SRS reviews and endorses the application to the MFO-Director for final review and approval of application.		4 hour/s	- Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD) - Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.8. Final review and approval of CEU Accreditation- Renewal application.		2 working day/s	Director; Office of the Director (MFO-OD)
	1.9. ERDD records and updates EAMS. ERDD sends an email notification to the applicant for the approval of their Coal End-User Accreditation - Renewal Certificate.		3 hour/s, 45 minute/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s		



Total Processing Fee:	Total Standard Fee: None
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5. MFO-ERDD05 Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit

ISO 9001:2015 Certified

Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit – New and Renewal pursuant to P.D. 972 and DC 2018-12-0028.

Office or Division:	Energy Resource Development Division (MFO-ERDD)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Assigned Safety Engineer and Safety Inspector of Small-Scale Coal Mining Permit (SSCMP) Holders.
Operating Hours:	24/7
Statute:	Republic Act No. 11234, also known as "An Act Establishing the Energy Virtual One-Stop Shop (EVOSS) for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects".
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Duly Accomplished ERDB Form No. DOE-ERDB-QF-001 (1) Electronic Copy	Department of Energy - Mindanao Field Office- Energy Resource Development Division
Remarks: EVOSS Downloadable Forms: https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms	
2. Endorsement from the SSCMP holder addressed to the Concerned Director (1) Electronic Copy	Applicant / Client
3. Digital 2"x2" ID Photo (minimum 600x600 pixels, any plain background color, dress code: with collar taken not less than three (3) months at the time of the application. (1) Electronic Copy	Applicant / Client
4. Signed Resume (1) Electronic Copy	Applicant / Client
5. Valid Police Clearance with copy of Official Receipt of the Payment (1) Electronic Copy	Philippine National Police - Issuing Unit
For Situational Requirement	
A. For Safety Engineer	
A.1. Valid PRC License for Mining Engineer PRC License - Professional Regulation Commission	
Sub Requirement	
A.1.A. A. Permanent Registration	
A.1.A.1. Certificate of Employment showing at least two (2) years working experience in underground mining operations for underground coal mines or surface mining operations for surface coal mines. (1) Electronic Copy	Applicant / Client
A.1.A.2. Certificate/s of Training in General Safety and Health related to Mining Operations with at least a cumulative of eight (8) hours (1) Electronic Copy	Applicant / Client
A.1.B. B. Temporary Registration (Graduate of a Mining Engineering Course)	
A.1.B.1. Valid PRC License for Mining Engineer PRC License - Professional Regulation Commission	
A.1.B.2. Certificate of Employment showing experience in underground coal mines or surface mining operations for surface coal mines (1) Electronic Copy	Applicant / Client
A.1.B.3. Certificate/s of Training in General Safety and Health related to Mining Operations	Applicant / Client



(1) Electronic Copy				
A.1.C. C. Temporary Registration (Any other Engineer, Geologist, Metallurgist and Chemist)				
A.1.C.1. Certificate of Employment showing at least one (1) year experience as Safety Inspector in an underground or surface coal mines (1) Electronic Copy		Applicant / Client		
B. For Safety Inspector				
Sub Situational Requirement/s				
B.a. Graduate of a Mining Engineering Course				
B.a.1. College Diploma (1) Electronic Copy		Applicant / Client		
B.b. Graduate of any Engineering, Geology, Metallurgy or Chemistry Course				
B.b.1. College Diploma (1) Electronic Copy		Applicant / Client		
B.b.2. Certificate of Employment showing at least one (1) year experience in safety work in mining operation (1) Electronic Copy		Applicant / Client		
B.c. Undergraduate of any Engineering, Geology, Metallurgy or Chemistry Course				
B.c.1. College Scholastic Records (1) Electronic Copy		Applicant / Client		
B.c.2. Certificate of Employment showing at least three (3) years experience in safety work in mining operation (1) Electronic Copy		Applicant / Client		
B.d. High School Graduate				
B.d.1. High School Diploma (1) Electronic Copy		Applicant / Client		
B.d.2. Certificate of Employment showing at least five (5) years experience in safety work in mining operation (1) Electronic Copy		Applicant / Client		
B.e. High School Undergraduate				
B.e.1. High School scholastic Records (1) Electronic Copy		Applicant / Client		
B.e.2. Certificate of Employment showing at least ten (10) years experience in safety work in mining operation (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits through the EVOSS System the complete Set of Documentary Requirements Location: EVOSS System (https://www.evoss.ph/) Notes/Instruction: <i>*If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate, and notifies the Applicant and ERDD thru a system generated email notification on the issuance of Deemed Complete Certificate</i> <i>For incomplete documents, ERDD uploads the Rejection Letter signed by the MFO Director due to incomplete submission within 3 calendar days. EVOSS System notifies the Applicant thru a system generated email notification on the rejection of the submitted application</i>	1.1. ERDD checks the completeness and consistency of the submission*	None	3 working day/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	1.2. Prepare the Order of Payment		12 hour/s	Accounting Staff; Accounting Division (AD)
	1.3. ERDD uploads the Order of Payment and encodes the Serial No. (EVOSS System notifies the Applicant and MFO Collecting Officer thru a system generated email notification to pay the processing fee within 3 working days)		12 hour/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)



2. Applicant pays the application/processing fee within 3 working days* Location: Department of Energy- Mindanao Field Office 3rd Floor, Tolentino 2020 Building, A. Candelaria Street, Ecoland Drive, Matina, Davao City Notes/Instruction: Applicant pays thru cash/ postal money order/ manager's check/online payment Applicant uploads the proof of payment in EVOSS (https://www.evoss.ph/) Notes/Instruction: <i>*If the applicant fails to pay the application/processing fee within 3 working days, ERDD uploads the Rejection Letter signed by the Concerned Director due to incomplete submission within 3 calendar days. EVOSS System notifies the Applicant, and MFO Collecting Officer of the cancellation due to non payment.</i> <i>**For payment is not valid, EVOSS System notifies the Applicant and ERDD thru a system generated email notification. ERDD uploads the Rejection Letter signed by the MFO Director due to incomplete submission within 3 calendar days. EVOSS System notifies the Applicant, and Treasury Division or Concerned Field Collecting Officer of the cancellation due to invalid payment</i> <i>***If application exceeded 11 calendar days, EVOSS System notifies the Applicant and ERDD thru a system generated email notification on the issuance of Deemed Approved Certificate</i> <i>If NOT QUALIFIED, ERDD disapproves the application and uploads the Disapproval Letter signed by the Concerned Director. EVOSS System notifies the Applicant thru a system generated email notification on the rejection of the submitted application.</i>	2.1. MFO Collecting Officer validates the proof of payment **	Standard Fees Breakdown: Application Fee: PHP 550 Total: PHP 550	1 working day/s	Collecting Officer; Office of the Director (MFO-OD)
	2.2. MFO Collecting Officer uploads the Official Receipt and encodes the OR Number. (EVOSS System notifies the Applicant and ERDD thru a system generated email notification of the uploaded Official Receipt)		1 working day/s	Collecting Officer; Office of the Director (MFO-OD)
	2.3. ERDD conducts Technical Evaluation of the submitted application. *** EVOSS System creates the deliverable in the System (Start of Day 1 (1/11 Calendar Days)		5 calendar day/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)
	2.4. MFO Director reviews the endorsed application.***		5 calendar day/s	Director; Office of the Director (MFO-OD)
	2.5. ERDD uploads the signed and approved Safety Engineer's/ Inspector's Permit.*** (EVOSS System notifies the Applicant thru a system generated email notification of the Approved Safety Engineer's/ Inspector's Permit.)		1 calendar day/s	Senior Science Research Specialist/ Science Research Specialist II; Energy Resource Development Division (MFO-ERDD)

General Remarks

Disclaimer: The official processing timeline for EVOSS-covered services is counted in **calendar days**, starting from the submission of complete documentary requirements. This is based on:

- **Section 13(a), Republic Act No. 11234:** The time frame shall be counted from the submission of complete documentary requirements.
- **Part III, Rule 9 (Section 2), Department Circular No. DC2019-05-0007:** The completeness of submission triggers the start of the processing time.
- This applies to the DOE and all its attached bureaus, offices, agencies, and GOCCs, with a processing period of **sixty (60) calendar days**.

If any issues, discrepancies, or exceptions arise during processing, please refer to the official process workflow for the specific service on **EVOSS.ph** for guidance. This ensures all deviations are handled according to the EVOSS system guidelines.



In compliance with Republic Act No. 11234, also known as "*An Act Establishing the Energy Virtual One-Stop Shop*"

All Projects from the Mindanao Region

- Evaluator: MFO-ERDD
- Payment validation: MFO Collecting Officer
- Uploading of the Official Receipt: MFO Collecting Officer

All Project from the Visayas Region

- Evaluator: VFO-ERDD
- Payment validation: VFO Collecting Officer
- Uploading of the Official Receipt: VFO Collecting Officer

All Project from the Luzon Region

- Evaluator: CNMD
- Payment validation: Treasury Division
- Uploading of the Official Receipt: Treasury Division

For COC Project Applications:

All Projects - directed to CNMD

Total Processing Time:	Calendar Days: 11 calendar day/s Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: PHP 550



6. MFO-ERDD06 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 Coal Mining Permits shall request the issuance of a **Coal Transport Permit** from the concerned DOE office having jurisdiction over the place where the coal delivery will originate: Provided, That Operators of COCs under D/P Phase shall request for the issuance of CTPs with the ERDB-CNMD.

DOE issued an Advisory dated 02 March 2026, regarding the Guidelines on the Issuance of Coal Transport Permits (Interim Arrangement) https://drive.google.com/file/d/1vQ4AncfKI_l86Dt8ceEaqAENloThQQv2/view?usp=drive_link

Under this interim arrangement, COCs, SSCMPs, and CTs may request for the issuance of up to twenty (20) CTPs upon submission of the duly accomplished Application Form, hereto attached as Annex A, and payment of a fee amounting to One Hundred Pesos (Php100.00) per CTP (per truck) requested. Immediately after each delivery, the requesting party shall provide the ERDB or the concerned DOE Field office, via email, with the duly accomplished CTP containing all the required data and information.

Office or Division:	Energy Resource Development Division (MFO-ERDD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	All accredited Coal Traders and holders of Small-Scale Coal Mining Permits engaged in the delivery of coal.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly accomplished application form (1) Electronic Copy			Department of Energy - Mindanao Field Office- Energy Resource Development Division	
Remarks: DC2025-11-0027_A2026-01_Annex A- Application for Coal Transport Permits (Interim Arrangement) Downloadable Form: https://bit.ly/AnnexA-InterimArrangement				
2. Copy of Invoice as proof of payment of the processing fee (1) Electronic Copy			Department of Energy - Mindanao Field Office- Office of the Director	
Remarks: To process payment, applicants shall submit the scanned copy of the duly accomplished Application Form for the issuance of Coal Transport Permits under an Interim Arrangement (DC2025-11-0027_A2026-01_Annex A) to mfo.erdd@doe.gov.ph Email Subject: INTERIM ARRANGEMENT REQUEST FOR CTPS_<Business Name> 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: ≤3,000MT - Php 1,000.00 per delivery >3,001-6,000MT - Php 2,000.00 per delivery >6,001-10,000MT - Php 3,000.00 per delivery >10,001 MT - Php 4,000.00 per delivery The basis of weight is the draft survey report.				
For Situational Requirement				
A. Additional Requirements for Holders of Small-Scale Coal Mining Permits (SSCMPs)				
A.1. Proof of coal production and available inventory (1) Electronic Copy			Applicant / Client	
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.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documentary requirements via	1.1. Review documents and acknowledge receipt of email	Possible Fees Breakdown:	1 working day/s, 4 hour/s	• Senior Science Research



email Location: Department of Energy- Mindanao Field Office Email: mfo.erdd@doe.gov.ph Applications filed with the Mindanao Field Office- Energy Resource Development Division shall be sent to the designated Google Form for CTP Interim Arrangement Application (Form Link and instructions will be sent by MFO via mfo.erdd@doe.gov.ph)		Late processing fee - Truck: PHP 200 Late processing fee - Barge ≤3,000MT: PHP 2000 Late processing fee - Barge >3,001-6,000MT: PHP 4000 Late processing fee - Barge >6,001-10,000MT: PHP 6000 Late processing fee - Barge >10,001MT: PHP 8000		Specialist (Sr. SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Energy Resource Development Division (MFO-ERDD)
	1.2. Conduct substantial evaluation of the documents and endorse recommendation to Chief Science Research Specialist or Supervising Science Research Specialist		2 working day/s	• Senior Science Research Specialist (Sr. SRS)/Science Research Specialist II (SRS II); Energy Resource Development Division (MFO-ERDD)
	1.3. Review and approve the documents and endorse the Coal Transport Permit (CTP) to the MFO Director		2 working day/s	• Chief Science Research Specialist/ Supervising Science Research Specialist; Energy Resource Development Division (MFO-ERDD)
	1.4. Review and approve Coal Transport Permit (CTP)		1 working day/s	• Director; Office of the Director (MFO-OD)
	1.5. Email the approved Coal Transport Permit (CTP) in .pdf form to the applicant		4 hour/s	• Senior Science Research Specialist (Sr. SRS)/Science Research Specialist II (SRS II)/Assigned Personnel; Energy Resource Development Division (MFO-ERDD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees • Late processing fee - Truck : 200 • Late processing fee - Barge ≤3,000MT : 2000 • Late processing fee - Barge >3,001-6,000MT : 4000 • Late processing fee - Barge >6,001-10,000MT : 6000 • Late processing fee - Barge >10,001MT : 8000				