



Oil Industry Management Division (MFO-OIMD)
External Services



1. MFO-OIMD01 Issuance of Certification for Hauler (Retail Outlet-Own Use)

Issuance of Certification for Hauler (Retail Outlet-Owned and Retail Outlet- Supplied Other Forms of Conveyance) within Regions IX, X, XI, XII and XIII (Except BARMM) pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Oil Industry Management Division (MFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Any gasoline stations operating in Mindanao, except those in BARMM—such as Liquid Fuels Retail Outlets (LFROs), Technology Solution Retail Outlets (TSROs), and Marine Retail Outlets—that hold a valid Certificate of Compliance (COC) may apply for a hauler for their own use.			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	DC No. 2017-11-0011 or "Revised Retail Rules"			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Filled-out and notarized application form complete with the following information: (1) Original Copy			Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the Retail Outlet; and 1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative Name of Application Form: Application for Securing Certification for Hauler (Own-Use) Access thru this link: https://drive.google.com/drive/folders/1A6GI8Pfy7G715vTm8fNMv4OjQyg-XbcF				
2. LTO OR/CR of Tank Truck/s (1) Certified True Copy			Land Transportation Office (LTO) - Operations Division	
3. DOST Calibration Certificate for the Tank Truck/s (1) Certified True Copy			Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories (RSTLs)	
4. Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit (1) Certified True Copy			Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division	
5. Certificate of Compliance (COC) of Retail Outlet/s (1) Certified True Copy			Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
6. DOE COC Clearance of No Pending Case and pending violations (1) Original Copy			Department of Energy-Mindanao Field Office - Legal Section	
<i>Remarks:</i> This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process. Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkxIblUveizKVY_WbvYgVu/view?usp=drive_link				
For Situational Requirement				
A. If the applicant is a representative of the corporation/company;				
A.1. If the applicant is a representative of the corporation/company; Any of the following:				
A.1.A. Secretary's Certificate (for corporation) (1) Original Copy			Applicant / Client	
---- OR ----				
A.1.B. Notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-	1.1. Review of completeness of documents against checklist of	None	15 minute/s	• Science Research Specialist II; Oil



OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	requirements. Document Tracking/ Logging			Industry Management Division (MFO-OIMD)
	1.2. Check the database for any violations or pending cases and forward to the Legal Section for legal assessment and decision.		10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		15 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: Certification for Hauler: PHP 1050 Total: PHP 1050	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of Certification for Hauler and cover letter		1 working day/s, 6 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		4 hour/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		4 hour/s	Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		1 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.6. Release of Certification for Hauler to client		10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		10 minute/s	Science Research Specialist II; Oil Industry Management



				Division (MFO-OIMD)
General Remarks Haulers-For-Own Use are not permitted to provide liquid fuel to other gas stations. If you plan to supply or deliver liquid fuel to other gas stations, you must obtain registration as an LF Bulk Distributor from the Oil Industry Management Bureau in Taguig, Manila. Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:			Working Days: 7 working day/s	
Total Processing Fee:			Total Standard Fee: PHP 1050	



2. MFO-OIMD02 Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

Issuance of Certificate of Non-coverage (CNC) to all persons engaged for own use operation within Regions IX, X, XI, XII and XIII pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Oil Industry Management Division (MFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet
Operating Hours:	8:00 AM - 5:00 PM
Statute:	DC No. 2017-11-0011 or "Revised Retail Rules"
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. OIMB/FO duly acknowledged format letter-request containing the following information (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the Retail Outlet; and 1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative	
2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1) Original Copy	Applicant / Client
3. Valid Membership Agreement of the fleet (1) Original Copy	Applicant / Client
4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1) Certified True Copy	Applicant / Client
5. LTO/LTFRB/LGU documents confirming the fleet of vehicles (1) Photo Copy	LTO/LTFRB/LGU - Issuing Unit
6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others (1) Certified True Copy	Applicant / Client
7. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1) Original Copy	Applicant / Client
Remarks: Name of List of Dispensing Pumps Form: Sample List of Dispensing Pump Access thru this link: https://drive.google.com/drive/folders/1jx8eXrqJcXwXZqcJ0Myg2fBdFggBxMZx	
8. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) from Engineering Procurement Construction Contractor (1) Photo Copy	Applicant / Client
9. Accomplished DOE Form on Undertaking (1 copy) (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Affidavit Form: AFFIDAVIT OF UNDERTAKING FOR CERTIFICATE OF NON-COVERAGE Access thru this link: https://drive.google.com/drive/folders/1jx8eXrqJcXwXZqcJ0Myg2fBdFggBxMZx	
10. Latest photographs (in 5R size) showing: (1) Original Copy	Applicant / Client
Sub Requirement	



10.A. Full/front, right, and left side views of the retail outlet				
10.B. Required stickers/labels for RON, E10 and B2, among others				
10.C. Safety and informational signs				
11. DOE COC Clearance of No Pending Case and pending violations (1) Original Copy			Applicant / Client	
Remarks: This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process. Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkxlbIUveizKVY_WbvYgVu/view?usp=drive_link				
For Situational Requirement				
A. If the applicant is a representative of the corporation/company				
A.1. If the applicant is a representative of the corporation/company; Any of the following:				
A.1.A. Secretary's Certificate for corporation) (1) Original Copy			Applicant / Client	
---- OR ----				
A.1.B. Notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.2. Check the database for any violations or pending cases and forward to the Legal Section for legal assessment and decision.		10 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	• Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: Issuance of Certification (CNC): PHP 3100 Total: PHP 3100	30 minute/s	• Collecting Officer; MFO - Cashier



3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of CNC and cover letter		12 working day/s, 6 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		1 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		1 working day/s	Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		2 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.6. Release of CNC to client		10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3100		



3. MFO-OIMD03 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs)

ISO 9001:2015 Certified

Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFROs) within Regions IX, X, XI, XII and XIII (Except BARMM) pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Oil Industry Management Division (MFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All persons engaged or intending to engage in the business of retailing Liquid Fuels within Regions IX, X, XI, XII and XIII (Except BARMM) pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"
Operating Hours:	8:00 AM - 5:00 PM
Statute:	DC No. 2017-11-0011 or "Revised Retail Rules"
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Filled-out and notarized application form complete with the following information: (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the Retail Outlet; and 1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative Name of Application Form: Application for COC Access thru this link: https://drive.google.com/drive/folders/1_hXv6Nkq8b1p9KxNT_XYPSytysolYbtZ	
2. Accomplished DOE Form on Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: Affidavit of Undertaking Access thru this link: https://drive.google.com/drive/folders/1_hXv6Nkq8b1p9KxNT_XYPSytysolYbtZ	
For Situational Requirement	
A. Supporting Documents for New (1st Issuance)	
A.1. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1) Certified True Copy Or (1) Original Copy	Applicant / Client
A.2. Notarized Statement that the facility design and operation of the Retail Outlet is PNS-compliant signed by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet supported by copy of valid PRC ID and/or BOSH Certificate (1) Original Copy	Applicant / Client
Remarks: Name of Application Form: PNS Sample Only Access thru this link: https://drive.google.com/drive/folders/1_hXv6Nkq8b1p9KxNT_XYPSytysolYbtZ	
A.3. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1) Original Copy	Applicant / Client
Remarks: Name of Application Form: List of Dispensing Pumps Access thru this link: https://drive.google.com/drive/folders/1_hXv6Nkq8b1p9KxNT_XYPSytysolYbtZ	
A.4. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) from Engineering Procurement	Applicant / Client



Construction Contractor (1) Photo Copy	
A.5. Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure) (1) Photo Copy	Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories (RSTLs)
A.6. Latest photographs (in 5R size) showing: (1) Original Copy	Applicant / Client
Sub Requirement	
A.6.A. Full/front, right, and left side views of the retail outlet	
A.6.B. Required stickers/labels for RON, E10 and B3, among others	
A.6.C. Price display board	
A.6.D. Sealed Calibration Mechanism/s of Machines	
A.6.E. Safety and informational signs	
A.6.F. Air/water facility	
A.6.G. No unleaded markings	
A.6.H. Valid calibrating bucket	
A.6.I. Clean Restroom	
A.6.J. Weekly Calibration Logbook	
A.7. If the applicant is a representative of the corporation/company; Any of the following:	
A.7.A. Secretary's Certificate (for corporation) (1) Original Copy	Applicant / Client
---- OR ----	
A.7.B. Notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy	Applicant / Client
A.8. DOE COC Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section
<i>Remarks:</i> <i>This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.</i> <i>Name of Application Form: Request for Legal Clearance</i> <i>Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxlbIUveizKVY_WbvgYgVu/view?usp=drive_link</i>	
B. Supporting Documents for Renewal	
B.1. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.2. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1) Original Copy	Applicant / Client
B.3. Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure) (1) Photo Copy	Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories (RSTLs)
B.4. Reportorial Requirements (Under oath; submitted every 30th day of January) - Data on Purchase, Sales and Inventory in Volume (1) Original Copy	Applicant / Client
B.5. Photocopy of previous Certificate of Compliance COC (1) Photo Copy	Applicant / Client
B.6. If the applicant is a representative of the corporation/company; Any of the following:	
B.6.A. If the applicant is a representative of the corporation/company; (1) Original Copy	Applicant / Client
---- OR ----	
B.6.B. Notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy	Applicant / Client



B.7. DOE COC Clearance of No Pending Case and pending violations (1) Original Copy			Department of Energy-Mindanao Field Office - Legal Section	
Remarks: <i>This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.</i> Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxlbIUveizKVY_WbvYgVu/view?usp=drive_link				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email address: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements.	None	15 minute/s	• Science Research Assistant; Oil Industry Management Division (MFO-OIMD)
	1.2. Check the database for any violations or pending cases and forward to the Legal Section for legal assessment and decision.		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	• Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Payment of applicable fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Possible Fees Breakdown: New Application Fee: PHP 3100 Renewal Fee: PHP 3000	30 minute/s	• Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Receipt of application and assignment to respective section/personnel	None	1 working day/s	• Computer Operator I; Oil Industry Management Division (MFO-OIMD)
	3.2. Processor logged in the MFO suite database		30 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Processing of application and preparation of COC		13 working day/s, 5 hour/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.4. Encoding of the COC		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.5. Review of the application for endorsement to Director		1 working day/s	• Chief Science Research



				Specialist; Oil Industry Management Division (MFO-OIMD)
	3.6. Director approves the application		2 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.7. Release of COC to client		15 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.8. File copy of the application and action for safekeeping		15 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks				
Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
New Application Fee : 3100 Renewal Fee : 3000				



4. MFO-OIMD04 Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Refiller

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division:	Oil Industry Management Division (MFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of distribution of LPG within Regions IX, X, XI, XII and XIII (Except BARMM)	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	RA 11592 and DC No. 2022-11-0037	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Filled-out and notarized LTO application form – Annex E (1) Original Copy		Department of Energy - Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Refiller Application Annex E Access thru this link: https://docs.google.com/document/d/1Zu9TsFBoAvSlhr6_mRjcm4hyJmQot8jP/edit?tab=t.0		
2. Checklist of requirements - Annex E-1 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Refiller Checklist, Profile, Vehicle Annexes E-1 to E-4 Access thru this link: https://docs.google.com/spreadsheets/d/1_QtDECADA8KUCIRe3dx2c5JbUn2hy1h/edit?gid=33076541#gid=33076541		
3. Company profile form – Annex E-2 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Refiller Checklist, Profile, Vehicle Annexes E-1 to E-4 Access thru this link: https://docs.google.com/spreadsheets/d/1_QtDECADA8KUCIRe3dx2c5JbUn2hy1h/edit?gid=33076541#gid=33076541		
4. Refilling plant profile form – Annex E-3 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Refiller Checklist, Profile, Vehicle Annexes E-1 to E-4 Access thru this link: https://docs.google.com/spreadsheets/d/1_QtDECADA8KUCIRe3dx2c5JbUn2hy1h/edit?gid=33076541#gid=33076541		
5. List of transport motor vehicle on per total company basis with supporting documents - Annex E-4 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Refiller Checklist, Profile, Vehicle Annexes E-1 to E-4 Access thru this link: https://docs.google.com/spreadsheets/d/1_QtDECADA8KUCIRe3dx2c5JbUn2hy1h/edit?gid=33076541#gid=33076541		
6. Executive briefer of operation (1) Original Copy		Applicant / Client
7. Scaled layout plan of the establishment (1) Original Copy		Applicant / Client



8. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable) <i>Any of the following:</i>	
8.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
8.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
8.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
9. Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
9.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
9.B. Security Exchange Commission (SEC) (1) Original Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
9.C. CDA (Cooperative Development Authority) (1) Original Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
10. Latest GIS if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
10.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
10.B. Security Exchange Commission (SEC) (1) Original Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
10.C. CDA (Cooperative Development Authority) (1) Original Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
11. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) - Business Permit and Licensing Bureau/Office
12. Bureau of Internal Revenue registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
13. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy	Land Transportation Office (LTO) - Operations Division
14. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
15. Calibration certificate per bulk motor vehicle (lorry tank) from DOST (1) Certified True Copy	Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories (RSTLs)
16. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
17. Permit to operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (DOLE); (1) Certified True Copy	Department of Labor and Employment (DOLE) - Regional Office - Bureau of Working Condition (BWC)
18. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources; (1) Certified True Copy	Department of Environmental and Natural Resources (DENR) - Environmental Quality Management Division
19. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Photo Copy	Applicant / Client
20. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy	Applicant / Client
Sub Requirement	
20.A. Full and front and back views of the establishment	



20.B. Price display board				
20.C. Measuring device/s				
20.D. LPG cylinders				
20.E. Safety and informational signs				
20.F. Display board showing the Facility registered business name and address				
21. Fire prevention and response manual (1) Original Copy	Applicant / Client			
22. DOE Legal Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy - Mindanao Field Office- Legal Section			
Remarks: This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process. Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxlbIUveizKVY_WbvgYgVu/view?usp=drive_link				
For Situational Requirement				
A. For newly constructed LPG facilities				
A.1. Occupancy Permit per Establishment (1) Certified True Copy	Local Government Unit - Office of the Building Official			
Remarks: This is only applicable for newly constructed LPG facilities				
B. For Authorized Representative and Signatory				
B.1. Notarized Company Secretary's Certificate (1) Original Copy	Applicant / Client			
Remarks: This is only applicable if an authorized representative will submit the application on the owner's behalf Please attach a copy of the Authorized Representative's valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first thier violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	20 minute/s	• Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Check the database to determine if the LPG Refiller has any record of violations or pending cases, and forward the findings to the Legal Section for assessment and decision.		30 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	• Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location:	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown:	30 minute/s	• Collecting Officer; MFO - Cashier



DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City		License to Operate (LTO): PHP 3500 Total: PHP 3500 Possible Fees Breakdown: Issuance of Certificate - Authority to Sell (ATS) Per Brand: PHP 1000 Issuance of Certificate- Authorized Motor Vehicle: PHP 1000		
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of License to Operate (LTO) for LPG Refiller and cover letter		9 working day/s, 5 hour/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		3 working day/s	• Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director’s approval		3 working day/s	• Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		1 working day/s	• Director III; Department of Energy - Mindanao Field Office
	3.6. Release of License to Operate (LTO) for LPG Refiller to client		30 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		20 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500 See other fees below		
Possible Fees • Issuance of Certificate - Authority to Sell (ATS) Per Brand : 1000 • Issuance of Certificate- Authorized Motor Vehicle : 1000				



5. MFO-OIMD05 Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Dealer

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division:	Oil Industry Management Division (MFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the business of distribution of LPG within Regions IX, X, XI, XII and XIII (Except BARMM)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 11592 and DC No. 2022-11-0037
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Notarized LTO application form – Annex F (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: <i>MFO Dealer Application Annex F</i> Access thru this link: https://docs.google.com/document/d/1gUUMTotLkD5_cFNJ7RMHY16Lt-zfRIAg/edit?tab=t.0#heading=h.gjdgxs	
2. Checklist of requirements - Annex F-1 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: <i>MFO Dealer Checklist, Profile, Vehicle, Layout Annexes F-1 to F-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1lvzSYCU6AJfnTfMxv_mq7pxf3k-VLFNW/edit?gid=529493108#gid=529493108	
3. Company profile form – Annex F-2 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: <i>MFO Dealer Checklist, Profile, Vehicle, Layout Annexes F-1 to F-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1lvzSYCU6AJfnTfMxv_mq7pxf3k-VLFNW/edit?gid=529493108#gid=529493108	
4. Outlet profile form - Annex F- (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: <i>MFO Dealer Checklist, Profile, Vehicle, Layout Annexes F-1 to F-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1lvzSYCU6AJfnTfMxv_mq7pxf3k-VLFNW/edit?gid=529493108#gid=529493108	
5. List of transport motor vehicle on per total company basis with supporting documents - Annex F-4 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: <i>MFO Dealer Checklist, Profile, Vehicle, Layout Annexes F-1 to F-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1lvzSYCU6AJfnTfMxv_mq7pxf3k-VLFNW/edit?gid=529493108#gid=529493108	
6. Executive briefer of operation (1) Original Copy	Applicant / Client
7. Scaled layout plan of the establishment (1) Original Copy	Applicant / Client
8. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)	



<i>Any of the following:</i>	
8.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
8.B. Security Exchange Commission (SEC) (1) Original Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
8.C. CDA (Cooperative Development Authority) (1) Original Copy	CDA (Cooperative Development Authority - CDA (Cooperative Development Authority
9. Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
9.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
9.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Security Exchange Commission (SEC)
---- OR ----	
9.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
10. Latest GIS if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
10.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - Department of Trade and Industry (DTI)
---- OR ----	
10.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
10.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - CDA (Cooperative Development Authority
11. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) - Business Permit and Licensing Bureau/Office
12. Bureau of Internal Revenue registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
13. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy	Land Transportation Office (LTO) - Operations Division
14. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection - Bureau of Fire Protection
15. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection - Bureau of Fire Protection
16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Original Copy	DOE recognized training organization - DOE recognized training organization
17. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy	Applicant / Client
Sub Requirement	
17.A. Full and front and back views of the establishment	
17.B. Price display board	
17.C. Measuring device/s	
17.D. LPG cylinders	
17.E. Safety and informational signs	
17.F. Display board showing the Facility registered business name and address	
18. Fire prevention and response manual (1) Original Copy	Applicant / Client
19. DOE Legal Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section



Remarks:

This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.

Name of Application Form: **Request for Legal Clearance**

Access thru this link: <https://docs.google.com/document/d/1jX9em8OoyJ9s9iGk--zNRP7GRWxPpnkC/edit?usp=sharing&oid=105055424694683895701&rtprof=true&sd=true>

For Situational Requirement

A. For newly constructed LPG facilities

A.1. Occupancy Permit per Establishment
(1) Certified True Copy

Local Government Unit - Office of the Building Official

Remarks:

This is only applicable for newly constructed LPG facilities

B. For Authorized Representative and Signatory

B.1. Notarized Company Secretary's Certificate
(1) Original Copy

Applicant / Client

Remarks:

This is only applicable if an authorized representative will submit the application on the owner's behalf

Please attach a copy of the Authorized Representative's valid ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first thier violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	20 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if LPG Dealer has any violations or pending cases and forward to the Legal Section for legal assessment and decision.		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: License to Operate (LTO): PHP 3500 Total: PHP 3500 Possible Fees Breakdown: Issuance of Certificate - Authority to Sell (ATS): PHP	30 minute/s	Collecting Officer; MFO - Cashier



		1000 Issuance of Certificate- Authorized Motor Vehicle: PHP 1000		
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of License to Operate (LTO) for LPG Dealer and cover		8 working day/s, 5 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		3 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director’s approval		3 working day/s	Chief Science Research Specialist ; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		3 working day/s	Director, MFO; Department of Energy - Mindanao Field Office
	3.6. Release of Registration and LTO for LPG Dealer to client		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks				
Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500 See other fees below		
Possible Fees				
- Issuance of Certificate - Authority to Sell (ATS) : 1000 - Issuance of Certificate- Authorized Motor Vehicle : 1000				



6. MFO-OIMD06 Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Auto LPG Dispensing Station

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division:	Oil Industry Management Division (MFO-OIMD)																														
Classification:	Highly Technical																														
Type of Transaction:	G2B (Government to Business)																														
Who may avail:	Entities intending to engage in the business of supplying, hauling, storage, handling, marketing, and distribution of liquefied petroleum gas (LPG) for automotive use																														
Operating Hours:	8:00 AM - 5:00 PM																														
Statute:	RA 11592 and DC No. 2022-11-0037																														
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Notarized LTO application form – Annex H (1) Original Copy</td><td>Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)</td></tr> <tr> <td colspan="2"> Remarks: Name of Application Form: <i>MFO Application Auto-LPG Dispensing Station Owner-Operator Annex H</i> Access thru this link: https://docs.google.com/document/d/1HfxDsJVSxKX5uTSx6YAgdViLP3raCINU/edit?tab=t.0 </td></tr> <tr> <td>2. Checklist of requirements - Annex H-1 (1) Original Copy</td><td>Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)</td></tr> <tr> <td colspan="2"> Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375 </td></tr> <tr> <td>3. Company profile form – Annex H-2 (1) Original Copy</td><td>Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)</td></tr> <tr> <td colspan="2"> Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375 </td></tr> <tr> <td>4. Establishment profile form - Annex H-3 (1) Original Copy</td><td>Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)</td></tr> <tr> <td colspan="2"> Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375 </td></tr> <tr> <td>5. List of motor vehicle per total company basis with supporting documents - Annex H- 4 (1) Certified True Copy</td><td>Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)</td></tr> <tr> <td colspan="2"> Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375 </td></tr> <tr> <td>6. Executive briefer of operation (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>7. Scaled layout plan of the establishment (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2">8. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Notarized LTO application form – Annex H (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	Remarks: Name of Application Form: <i>MFO Application Auto-LPG Dispensing Station Owner-Operator Annex H</i> Access thru this link: https://docs.google.com/document/d/1HfxDsJVSxKX5uTSx6YAgdViLP3raCINU/edit?tab=t.0		2. Checklist of requirements - Annex H-1 (1) Original Copy	Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)	Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375		3. Company profile form – Annex H-2 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375		4. Establishment profile form - Annex H-3 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375		5. List of motor vehicle per total company basis with supporting documents - Annex H- 4 (1) Certified True Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375		6. Executive briefer of operation (1) Original Copy	Applicant / Client	7. Scaled layout plan of the establishment (1) Original Copy	Applicant / Client	8. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																														
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2. Checklist of requirements - Annex H-1 (1) Original Copy	Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)																														
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3. Company profile form – Annex H-2 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)																														
Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375																															
4. Establishment profile form - Annex H-3 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)																														
Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375																															
5. List of motor vehicle per total company basis with supporting documents - Annex H- 4 (1) Certified True Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)																														
Remarks: Name of Application Form: <i>MFO AutoLPG Checklist, Profile, Vehicle, Layout Annexes H-1 to H-5</i> Access thru this link: https://docs.google.com/spreadsheets/d/1EVeI-fP4FIxeBi9vjr2Y8RrIAz1j9wx0/edit?gid=1233670375#gid=1233670375																															
6. Executive briefer of operation (1) Original Copy	Applicant / Client																														
7. Scaled layout plan of the establishment (1) Original Copy	Applicant / Client																														
8. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable)																															



<i>Any of the following:</i>	
8.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
8.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
8.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
9. Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
9.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
9.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
9.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
10. Latest GIS if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
10.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
10.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
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10.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
11. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) - Business Permit and Licensing Bureau/Office
12. Bureau of Internal Revenue registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
13. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy	Land Transportation Office (LTO) - Operations Division
14. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
15. Calibration certificate per bulk motor vehicle (lorry tank) from DOST (1) Certified True Copy	Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories (RSTLs)
16. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
17. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources (1) Certified True Copy	Department of Environmental and Natural Resources (DENR) - Environmental Quality Management Division
18. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Photo Copy	Applicant / Client
19. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy	Applicant / Client
Sub Requirement	
19.A. Full and front and back views of the establishment	
19.B. Price display board	
19.C. Measuring device/s	
19.D. LPG cylinders	
19.E. Safety and informational signs	



19.F. Display board showing the Facility registered business name and address				
20. Fire prevention and response manual (1) Original Copy	Applicant / Client			
21. LPG spill prevention and response manual (1) Original Copy	Applicant / Client			
22. DOE COC Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy - Mindanao Field Office- Legal Section			
<i>Remarks:</i> <i>This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.</i> <i>Name of Application Form: Request for Legal Clearance</i> <i>Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxblUveizKVY_WbvYgVu/view?usp=drive_link</i>				
For Situational Requirement				
A. For newly constructed LPG facilities				
A.1. Occupancy Permit per Establishment (1) Certified True Copy	Local Government Unit - Office of the Building Official			
<i>Remarks:</i> <i>This is only applicable for newly constructed LPG facilities</i>				
B. For Authorized Representative and Signatory				
B.1. Notarized Company Secretary's Certificate (1) Original Copy	Applicant / Client			
<i>Remarks:</i> <i>This is only applicable if an authorized representative will submit the application on the owner's behalf</i> <i>Please attach a copy of the Authorized Representative's valid ID</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first thier violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	20 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if LPG Dispensing Station has record of any violations or pending cases and forward to the Legal Section for legal assessment and decision.		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)



2. Payment of Fees Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: License to Operate (LTO): PHP 3500 Total: PHP 3500 Possible Fees Breakdown: Issuance of Certificate - Authority to Sell (ATS): PHP 1000 Issuance of Certificate- Authorized Motor Vehicle: PHP 1000	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of LTO for Auto LPG Dispensing Station and cover letter		7 working day/s, 5 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		3 working day/s	Supervising SRS; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		3 working day/s	Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		3 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.6. Release of LTO for Auto LPG Dispensing Station to client		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500 See other fees below		
Possible Fees Issuance of Certificate - Authority to Sell (ATS) : 1000 Issuance of Certificate- Authorized Motor Vehicle : 1000				



7. MFO-OIMD07 Issuance of License to Operate Independent Hauler of LPG in Cylinder and/or Cartridge

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division:	Oil Industry Management Division (MFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the business of transportation, distribution, and delivery of LPG in cylinders and/or cartridges from one place to another
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 11592 and DC No. 2022-11-0037
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Notarized LTO application form – Annex C (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: 2 MFO Application Independent Hauler of LPG in Cylinder and/or Cartridge Annex C Access thru this link: https://docs.google.com/document/d/1gUUMTotLkD5_cFNJ7RMHY16Lt-zfRIAg/edit?tab=t.0#heading=h.gjdgx	
2. Checklist of requirements - Annex C-1 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: General Remarks Name of Application Form: MFO Independent LPG Hauler - Cylinder Checklist Profile Vehicle Annexes C1 to C4 Access thru this link: https://docs.google.com/document/d/1yUHKbUoegPxx2gl254pA94JCO3NqOd-f/edit?tab=t.0https://docs.google.com/spreadsheets/d/1CxDCI4-927n2Vun1gCVd6qqUDuXni6rJ/edit?usp=drive_link&ouid=105055424694683895701&rtpof=true&sd=true	
3. Company profile form – Annex C-2 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: General Remarks Name of Application Form: MFO Independent LPG Hauler - Cylinder Checklist Profile Vehicle Annexes C1 to C4 Access thru this link: https://docs.google.com/document/d/1yUHKbUoegPxx2gl254pA94JCO3NqOd-f/edit?tab=t.0https://docs.google.com/spreadsheets/d/1CxDCI4-927n2Vun1gCVd6qqUDuXni6rJ/edit?usp=drive_link&ouid=105055424694683895701&rtpof=true&sd=true	
4. List of motor vehicle per company or establishment basis with supporting documents - Annex C- 3 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: General Remarks Name of Application Form: MFO Independent LPG Hauler - Cylinder Checklist Profile Vehicle Annexes C1 to C4 Access thru this link: https://docs.google.com/document/d/1yUHKbUoegPxx2gl254pA94JCO3NqOd-f/edit?tab=t.0https://docs.google.com/spreadsheets/d/1CxDCI4-927n2Vun1gCVd6qqUDuXni6rJ/edit?usp=drive_link&ouid=105055424694683895701&rtpof=true&sd=true	
5. List of marine vessel per company or establishment basis with supporting document - Annex C-4 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: General Remarks Name of Application Form: MFO Independent LPG Hauler - Cylinder Checklist Profile Vehicle Annexes C1 to C4	



Access thru this link: https://docs.google.com/document/d/1yUHKbUoegPxx2gl254pA94JCO3NqOd-f/edit?tab=t.0https://docs.google.com/spreadsheets/d/1CxDCI4-927n2Vun1gCVd6qqUDuXni6rJ/edit?usp=drive_link&ouid=105055424694683895701&rtopof=true&sd=true

6. Executive briefer of operation (1) Original Copy	Applicant / Client
7. Scaled layout plan of the establishment (1) Original Copy	Applicant / Client
8. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable) Any of the following:	
8.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - Department of Trade and Industry (DTI)
---- OR ----	
8.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Security Exchange Commission (SEC)
---- OR ----	
8.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - CDA (Cooperative Development Authority)
9. Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered Any of the following:	
9.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
9.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
9.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E- CoopRIS Portal
10. Latest GIS if SEC registered or its equivalent if DTI or CDA registered Any of the following:	
10.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
10.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
10.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E- CoopRIS Portal
11. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) - Business Permit and Licensing Bureau/Office
12. Bureau of Internal Revenue registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
13. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy	Land Transportation Office (LTO) - Operations Division
14. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
15. Ship Registry and Safety Certificates per marine vessel from MARINA with picture of the name of vessel. (1) Certified True Copy	Maritime Industry Authority - MARINA Regional Office
16. Fire prevention and response manual for motor vehicle (1) Original Copy	Applicant / Client
17. Fire prevention and response manual for marine vessel; (1) Original Copy	Applicant / Client
18. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Photo Copy	Applicant / Client
19. DOE Legal Clearance of No Pending Case and pending violations	Department of Energy-Mindanao Field Office -



(1) Original Copy		Legal Section		
Remarks: This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process. Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxlbIUveizKVY_WbvgygVu/view?usp=drive_link				
For Situational Requirement				
A. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable				
A.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy		Applicant / Client		
Remarks: This is only applicable if an authorized representative will submit the application on the owner's behalf Please attach a copy of the Authorized Representative's valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doe.davao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	20 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if Independent Hauler of LPG in Cylinder and/or Cartridge has record of any violations or pending cases and forward to the Legal Section for legal assessment and decision.		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: License to Operate (LTO): PHP 3500 Total: PHP 3500 Possible Fees Breakdown: Issuance of Certificate - Authority to Sell (ATS): PHP 1000 Issuance of Certificate-Authorized Motor Vehicle: PHP 1000	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location:	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	Science Research Specialist II; Oil Industry Management



DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City				Division (MFO-OIMD)
	3.2. Processing of application and preparation of LTO for Processing of application and preparation of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge and cover letter		12 working day/s, 5 hour/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		1 working day/s	• Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		1 working day/s	• Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		2 working day/s	• Director III; Department of Energy - Mindanao Field Office
	3.6. Release of LTO for Independent Hauler of LPG in Cylinder and/or Cartridge to client		30 minute/s	• Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		30 minute/s	• Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
General Remarks				
Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500 See other fees below		
Possible Fees				
• Issuance of Certificate - Authority to Sell (ATS) : 1000 • Issuance of Certificate- Authorized Motor Vehicle : 1000				



8. MFO-OIMD08 Issuance of License To Operate (LTO) for Liquefied Petroleum Gas (LPG) Retailer

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division:	Oil Industry Management Division (MFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of distribution of LPG	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	RA 11592 and DC No. 2022-11-0037	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notarized LTO application form – Annex G (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> <i>General Remarks</i> <i>Name of Application Form: MFO Annex G - LTO - Retailer Application</i> <i>Access thru this link: https://docs.google.com/document/d/1yUHKbUoeqPxx2gl254pA94JCO3NqOd-f/edit?tab=t.0</i>		
2. Checklist of requirements - Annex G-1 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> <i>Name of Application Form: MFO Retailer Checklist, Annex G-1</i> <i>Access thru this link: https://docs.google.com/spreadsheets/d/1navZbHdI2IBPmOlF7rVDISdi4X245U25/edit?gid=1200790466#gid=1200790466</i>		
3. Company profile form – Annex G-2 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> <i>Name of Application Form: Company Profile, Annex G-2</i> <i>Access thru this link: https://docs.google.com/spreadsheets/d/1navZbHdI2IBPmOlF7rVDISdi4X245U25/edit?gid=1160872452#gid=1160872452</i>		
4. Outlet profile form - Annex G-3 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> <i>Name of Application Form: Outlet Profile, Annexes G-3</i> <i>Access thru this link: https://docs.google.com/spreadsheets/d/1navZbHdI2IBPmOlF7rVDISdi4X245U25/edit?gid=194800805#gid=194800805</i>		
5. List of transport motor vehicle on per total company basis with supporting documents - Annex G-4 (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> <i>Name of Application Form: Motor Vehicle, Annex G-4</i> <i>Access thru this link: https://docs.google.com/spreadsheets/d/1navZbHdI2IBPmOlF7rVDISdi4X245U25/edit?gid=2016031598#gid=2016031598</i>		
6. Executive briefer of operation (1) Original Copy	Applicant / Client	
7. Scaled layout plan of the establishment (1) Original Copy	Applicant / Client	
8. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable) <i>Any of the following:</i>		



8.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
8.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
8.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
9. Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered Any of the following:	
9.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
9.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
9.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
10. Latest GIS if SEC registered or its equivalent if DTI or CDA registered Any of the following:	
10.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
10.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
10.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
11. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) - Business Permit and Licensing Bureau/Office
12. Bureau of Internal Revenue registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
13. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy	Land Transportation Office (LTO) - Operations Division
14. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
15. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Photo Copy	Applicant / Client
17. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy	Applicant / Client
Sub Requirement	
17.A. Full and front and back views of the establishment	
17.B. Price display board	
17.C. Measuring device/s	
17.D. LPG cylinders	
17.E. Safety and informational signs	
17.F. Display board showing the Facility registered business name and address	
18. Fire prevention and response manual (1) Original Copy	Applicant / Client
19. DOE Legal Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section
Remarks:	



This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.

Name of Application Form: **Request for Legal Clearance**

Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkyxIblUveizKVY_WbvgYgVu/view?usp=drive_link

For Situational Requirement

A. For newly constructed LPG facilities

A.1. Occupancy Permit per Establishment
(1) Certified True Copy

Local Government Unit - Office of the Building Official

Remarks:

This is only applicable for newly constructed LPG facilities

B. For Authorized Representative and Signatory

B.1. Notarized Company Secretary's Certificate
(1) Original Copy

Applicant / Client

Remarks:

This is only applicable if an authorized representative will submit the application on the owner's behalf

Please attach a copy of the Authorized Representative's valid ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	30 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if LPG Retailer has record of any violations or pending cases and forward to the Legal Section for legal assessment and decision.		10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: License to Operate (LTO): PHP 3500 Total: PHP 3500	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	10 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)



	3.2. Processing of application and preparation of Registration and LTO for LPG Retailer and cover letter	13 working day/s, 4 hour/s, 50 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application	1 working day/s	Supervising Science Research Specialist ; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval	1 working day/s	Chief Science Research Specialist ; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application	2 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.6. Release of Registration and LTO for LPG Retailer to client	30 minute/s	Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping	30 minute/s	Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: PHP 3500	



9. MFO-OIMD09 Issuance of License To Operate (LTO) for Centralized LPG Piping System

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division:	Oil Industry Management Division (MFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of distribution of LPG through Centralized Piping System	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	RA 11592 and DC No. 2022-11-0037	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notarized LTO application form – Annex I (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Application Centralized LPG Piping System Owner-Operator Annex I Access thru this link: https://docs.google.com/document/d/1Z27EcnlsyDrYliVmirfj8qpuUmKMW6m1/edit?tab=t.0#heading=h.gjdgxs		
2. Checklist of requirements - Annex I-1 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Centralized LPG Checklist,Profile, Vehicle, Layout Annexes I-1 to I-4 Access thru this link: https://docs.google.com/spreadsheets/d/174jXdk_X5BhEAoVdt4dCkbbWWPlt3eZZ/edit?gid=1766901752#gid=1766901752		
3. Company profile form – Annex I-2 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Centralized LPG Checklist,Profile, Vehicle, Layout Annexes I-1 to I-4 Access thru this link: https://docs.google.com/spreadsheets/d/174jXdk_X5BhEAoVdt4dCkbbWWPlt3eZZ/edit?gid=1766901752#gid=1766901752		
4. Establishment profile form - Annex I-3 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Centralized LPG Checklist,Profile, Vehicle, Layout Annexes I-1 to I-4 Access thru this link: https://docs.google.com/spreadsheets/d/174jXdk_X5BhEAoVdt4dCkbbWWPlt3eZZ/edit?gid=1766901752#gid=1766901752		
5. List of motor vehicle per company or establishment basis with supporting documents - Annex I- 4 (1) Original Copy		Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
Remarks: Name of Application Form: MFO Centralized LPG Checklist,Profile, Vehicle, Layout Annexes I-1 to I-4 Access thru this link: https://docs.google.com/spreadsheets/d/174jXdk_X5BhEAoVdt4dCkbbWWPlt3eZZ/edit?gid=1766901752#gid=1766901752		



6. Executive briefer of operation (1) Original Copy	Applicant / Client
7. Scaled layout plan of the establishment (1) Original Copy	Applicant / Client
8. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable) <i>Any of the following:</i>	
8.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
8.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
8.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
9. Articles of Incorporation if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
9.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
9.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Esparc Portal
---- OR ----	
9.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
10. Latest GIS if SEC registered or its equivalent if DTI or CDA registered <i>Any of the following:</i>	
10.A. Department of Trade and Industry (DTI) (1) Certified True Copy	Department of Trade and Industry (DTI) - BNRS portal
---- OR ----	
10.B. Security Exchange Commission (SEC) (1) Certified True Copy	Security Exchange Commission (SEC) - Security Exchange Commission (SEC)
---- OR ----	
10.C. CDA (Cooperative Development Authority) (1) Certified True Copy	CDA (Cooperative Development Authority - E-CoopRIS Portal
11. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) - Business Permit and Licensing Bureau/Office
12. Bureau of Internal Revenue registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Revenue District Office (RDO)
13. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy	Land Transportation Office (LTO) - Operations Division
14. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
15. Calibration certificate per bulk motor vehicle (lorry tank) from DOST (1) Certified True Copy	Maritime Industry Authority - MARINA Regional Office
16. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division
17. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources; (1) Certified True Copy	Department of Environmental and Natural Resources (DENR) - Environmental Quality Management Division
18. Permit to operate unfired pressure vessel from the Department of Labor and Employment (DOLE) (1) Certified True Copy	Department of Labor and Employment (DOLE) - Regional Office - Bureau of Working Condition (BWC)
19. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Certified True Copy	Applicant / Client
20. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy	Applicant / Client



Sub Requirement	
20.A. Full and front and back views of the establishment	
20.B. Safety and informational signs	
20.C. Display board showing the Facility registered business name and address	
21. Fire prevention and response manual (1) Original Copy	Applicant / Client
22. LPG spill prevention and response manual; (1) Original Copy	Applicant / Client
23. DOE Legal Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section
Remarks: This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process. Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkxylUveizKVY_WbvgYgVu/view?usp=drive_link	

For Situational Requirement	
A. For newly constructed LPG facilities	
A.1. Occupancy Permit (1) Original Copy	Local Government Unit - Office of the Building Official
Remarks: This is only applicable for newly constructed LPG facilities	
B. For Authorized Representative and Signatory	
B.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy	Applicant / Client
Remarks: This is only applicable if an authorized representative will submit the application on the owner's behalf Please attach a copy of the Authorized Representative's valid ID	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	20 minute/s	• Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if LTO Centralized LPG Piping System has record of any violations or pending cases and forward to the Legal Section for legal assessment and decision.		20 minute/s	• Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	• Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	• Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location:	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown:	30 minute/s	• Collecting Officer; MFO - Cashier



DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City		License to Operate (LTO): PHP 3500 Total: PHP 3500 Possible Fees Breakdown: Issuance of Certificate - Authority to Sell (ATS): PHP 1000 Issuance of Certificate- Authorized Motor Vehicle: PHP 1000		
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of LTO for Processing of application and preparation of LTO for LTO Centralized LPG Piping System and cover letter		12 working day/s, 5 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		1 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director’s approval		1 working day/s	Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		2 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.6. Release of LTO for LTO Centralized LPG Piping System to client		30 minute/s	Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 3500 See other fees below		
Possible Fees Issuance of Certificate - Authority to Sell (ATS) : 1000 Issuance of Certificate- Authorized Motor Vehicle : 1000				



10. MFO-OIMD10 Issuance of Certification for Registration - LPG Bulk Consumer

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division:	Oil Industry Management Division (MFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Entities intending to engage as bulk-consumer of LPG			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 11592 and DC No. 2022-11-0037			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. Notarized LTO application form – Annex I (1) Original Copy	Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)			
Remarks: Name of Application Form: <i>MFO Bulk Consumer Application Annex I</i> Access thru this link: https://docs.google.com/document/d/1ZjMollB37OAOQ8vR8m5JS5z_wYudy-ymT/edit?usp=drive_link&oid=105055424694683895701&rtfpof=true&sd=true				
2. Company profile form – Annex I-2 (1) Original Copy	Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)			
Remarks: Name of Application Form: MFO Bulk Consumer Checklist, Profile, Vehicle, Layout Annexes I-1 to I-2 Access thru this link: https://docs.google.com/spreadsheets/d/1MePFnv0DsfR3SIJN2WH6ymxGfa-JZmDX/edit?usp=drive_link&oid=105055424694683895701&rtfpof=true&sd=true				
3. Executive briefer on the operation of the Bulk Consumer (1) Original Copy	Applicant / Client			
4. Site and facility layout plan with sufficient description and legends (1) Original Copy	Applicant / Client			
5. List of reference standards/codes used in the LPG facility (1) Original Copy	Applicant / Client			
6. DOE COC Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section			
Remarks: This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process. Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkxylUveizKVY_WbvgygVu/view?usp=drive_link				
For Situational Requirement				
A. For Authorized Representative and Signatory				
A.1. Notarized Company Secretary's Certificate (1) Original Copy	Applicant / Client			
Remarks: This is only applicable if an authorized representative will submit the application on the owner's behalf Please attach a copy of the Authorized Representative's valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	20 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if LPG bulk Consumer has record of any violations or pending cases and forward to the Legal Section for legal assessment and decision.		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		20 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: Registration Certificate: PHP 1000 Total: PHP 1000	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	1 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and registration of LPG Bulk Consumer and cover letter		1 working day/s, 5 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		4 hour/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		4 hour/s	Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		1 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.6. Release of Registration Certificate-LPG Bulk Consumer		30 minute/s	Science Research Specialist II ; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		30 minute/s	Science Research Specialist II ; Oil



				Industry Management Division (MFO- OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:			Working Days: 7 working day/s	
Total Processing Fee:			Total Standard Fee: PHP 1000	



11. MFO-OIMD11 Issuance of Certificate of Compliance (COC) for Technology Solution Retail Outlet (TSROs)

Issuance of Certificate of Compliance (COC) for Technology Solution Retail Outlet (TSROs) within Regions IX, X, XI, XII and XIII (Except BARMM) pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Oil Industry Management Division (MFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	All persons engaged or intending to engage in the business of retailing Liquid Fuels within Regions IX, X, XI, XII and XIII (Except BARMM) pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"
Operating Hours:	8:00 AM - 5:00 PM
Statute:	DC No. 2017-11-0011 or "Revised Retail Rules"
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Filled-out and notarized application form complete with the following information: (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
<i>Remarks:</i> 1.1 Business name, address, telephone number, fax number and e-mail address of the business office; 1.2 Location and complete address of the Retail Outlet; and 1.3 Name of dealer/retailer or authorized representative if partnership/ corporation/cooperative Name of Application Form: Application for COC Access thru this link: https://drive.google.com/file/d/1ZCenYDUJzVfygJhv3hPNdm5mHVYKzV-9/view?usp=drive_link	
2. Accomplished DOE Form on Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1) Original Copy	Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)
<i>Remarks:</i> Name of Application Form: Affidavit of Undertaking Access thru this link: https://drive.google.com/file/d/1K11gggCxObNgAwKQyImJf63-r8bKs2EJ/view?usp=drive_link	
For Situational Requirement	
A. Supporting Documents for New (1st Issuance)	
A.1. Certification from DOE Registered Distributor/Supplier (Original) or DOE Registered Distributor/Supplier & Dealer's Agreement (Certified True Copy) (Note: if more than one suppliers, submit cert. from ALL suppliers) (1) Certified True Copy Or (1) Original Copy	Applicant / Client
A.2. Endorsement/Certification from the concerned Local Government Unit, stating to the effect that the TSRO is for the purpose of addressing the proliferation of "bote-bote" retailing in the area and is situated at least 1km from any existing regular gasoline station (Original) (1) Original Copy	Applicant / Client
A.3. Certification that the materials are manufactured in accordance to the facilities and product safety 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 and Material (PSE), among others. (Photocopy) (1) Photo Copy	Applicant / Client
A.4. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1) Original Copy	Applicant / Client



<i>Remarks:</i> Name of Application Form: List of Dispensing Pumps Access thru this link: https://drive.google.com/drive/folders/1_hXv6Nkq8b1p9KxNT_XYPSytysolYbtZ	
A.5. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) from Engineering Procurement Construction Contractor (1) Photo Copy	Applicant / Client
A.6. Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure) (1) Photo Copy	Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories (RSTLs)
A.7. Latest photographs (in 5R size–5in x 7in) or COLOR PRINTED IN BOND PAPER with GPS COORDINATES of: (1) Original Copy	Applicant / Client
Sub Requirement	
A.7.A. Full front, right & left side views	
A.7.B. Price display board	
A.7.C. No unleaded markings	
A.7.D. RON, E-10, and B3, among others (E-20 is voluntary if offered)	
A.7.E. Safety & informational signs	
A.7.F. Valid calibrating bucket	
A.7.G. Weekly Calibration Logbook	
A.8. Data on Purchase and Sales Volume (for currently operating TSRO) (Original & Notarized) (1) Original Copy	Applicant / Client
A.9. DOE Legal Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section
<i>Remarks:</i> This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process. Name of Application Form: Request for Legal Clearance Access thru this link: https://drive.google.com/file/d/1W2FSjfbZkyxlbIUveizKVY_WbvgygVu/view?usp=drive_link	
A.10. If the applicant is a representative of the corporation/company; Any of the following:	
A.10.A. Secretary's Certificate (for corporation) (1) Original Copy	Applicant / Client
---- OR ----	
A.10.B. Secretary's Certificate (for corporation) (1) Original Copy	Applicant / Client
---- OR ----	
A.10.C. Secretary's Certificate (for corporation) (1) Original Copy	Applicant / Client
---- OR ----	
A.10.D. Notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy	Applicant / Client
B. Supporting Documents for Renewal	
B.1. Certification from DOE Registered Distributor/Supplier (Original) or DOE Registered Distributor/Supplier & Dealer's Agreement (Certified True Copy) (Note: if more than one suppliers, submit cert. from ALL suppliers) (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.2. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1) Original Copy	Applicant / Client
B.3. Valid calibrating bucket (DOST calibration certificate of calibrating bucket/test measure) (1) Photo Copy	Department of Science and Technology (DOST) - Regional Standards and Testing Laboratories



	(RSTLs)
B.4. Data on Purchase and Sales Volume (for currently operating TSRO) (1) Original Copy	Applicant / Client
B.5. Photocopy of previous Certificate of Compliance COC (1) Photo Copy	Applicant / Client
B.6. If the applicant is a representative of the corporation/company; Any of the following:	
B.6.A. If the applicant is a representative of the corporation/company; (1) Original Copy	Applicant / Client
---- OR ----	
B.6.B. Notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy	Applicant / Client
B.7. DOE Legal Clearance of No Pending Case and pending violations (1) Original Copy	Department of Energy-Mindanao Field Office - Legal Section

Remarks:

This document must be submitted together with the other requirements, as it is necessary for the 'verification of no pending case' process.

*Name of Application Form: **Request for Legal Clearance***

Access thru this link: https://drive.google.com/file/d/1W2FSjfbCZkylUveizKVY_WbvYgVu/view?usp=drive_link

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email address: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first their violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements.	None	15 minute/s	• Science Research Assistant; Oil Industry Management Division (MFO-OIMD)
	1.2. Check the database for any violations or pending cases and forward to the Legal Section for legal assessment and decision.		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	• Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		15 minute/s	• Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Payment of applicable fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Possible Fees Breakdown: New Application Fee: PHP 3100 Renewal Fee: PHP 3000	30 minute/s	• Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Receipt of application and assignment to respective section/personnel	None	1 working day/s	• Computer Operator I; Oil Industry Management Division (MFO-OIMD)
	3.2. Processor logged in the MFO suite database		30 minute/s	• Science Research Specialist II; Oil Industry Management



				Division (MFO-OIMD)
	3.3. Processing of application and preparation of COC		13 working day/s, 5 hour/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.4. Encoding of the COC		15 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.5. Review of the application for endorsement to Director		1 working day/s	Chief Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.6. Review and approval of the application		2 working day/s	Director III; Department of Energy - Mindanao Field Office
	3.7. Release of COC to client		15 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.8. File copy of the application and action for safekeeping		15 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks				
Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees				
New Application Fee : 3100 Renewal Fee : 3000				



12. MFO-OIMD12 Application for Registration by a Dealer or Retailer - Authority to Sell a Trademark or Tradename (via LPG-filled pressure vessel)

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division:	Oil Industry Management Division (MFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Entities intending to engage in the business of distribution of LPG within Regions IX, X, XI, XII and XIII (Except BARMM)			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 11592 and DC No. 2022-11-0037			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. Notarized application for Registration form – Authority to Sell a Trademark or Tradename - Annex 4 (1) Original Copy	Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)			
Remarks: Name of Application Form: Dealer & Retailer Annex 4 - Registration - Authority to Sell LPG Access thru this link: https://docs.google.com/document/d/1gUUMTotLkD5_cFNJ7RMHY16Lt-zfRIAg/edit?tab=t.0#heading=h.gjdgxs				
2. Notarized certificate of the existence of a contract to sell duly signed by both the Dealer or Retailer and the Trademark owner or Marketer (1) Original Copy	Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)			
Remarks: Name of Application Form: Suppliers-Certificate-Dealer Access thru this link: https://docs.google.com/document/d/18GZ4XRoeE0Dv6mhNnmt0_ijPcxmaalYF/edit?tab=t.0				
3. LTO of Dealer or Retailer (1) Photo Copy	Applicant / Client			
4. LTO of Trademark owner or Marketer (1) Photo Copy	Applicant / Client			
5. DOE registration certificate - Trademark or tradename (1) Photo Copy	Applicant / Client			
6. DOE registration certificate – LPG Seal (1) Photo Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City Email: eimd.doedavao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first thier violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	30 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)
	1.2. Checking of database if LPG Dealer has any violations or pending cases and forward to the Legal Section for legal assessment and decision.		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: Certificate of Registration - Authority to Sell per Tradename/trademark basis: PHP 1000 Total: PHP 1000	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of Certificate of Registration- Authority to Sell LPG Dealer/Retailer and cover		2 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		1 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		4 hour/s	Chief Science Research Specialist ; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		1 working day/s	Director, MFO; Department of Energy - Mindanao Field Office
	3.6. Release of Certificate of Registration for LPG Dealer/Retailer to client		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)



	3.7. File copy of the application and action for safekeeping		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000		



13. MFO-OIMD13 Application for Additional Registration - Authorized Transport Motor Vehicles and Marine Vessels

Issuance of Registration and License to Operate to Qualified LPG Industry Participants pursuant to RA 11592 and DC No. 2022-11-0037.

Office or Division:	Oil Industry Management Division (MFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Entities intending to engage in the business of distribution of LPG within Regions IX, X, XI, XII and XIII (Except BARMM)			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 11592 and DC No. 2022-11-0037			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Application for Additional Registration-Authorized Transport Motor Vehicles and Marine Vessels (1) Original Copy			Department of Energy - Mindanao Field Office- Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> Name of Application Form: MFO RP, D and R Annex 7 - ADDL Registration - Authorized Motor Vehicles and Marine Vessels Access thru this link: https://docs.google.com/document/d/1z-evlXsCNsuapAK8nid2l1TcLx_HYkUZ/edit?usp=drive_link&ouid=105055424694683895701&rtfpof=true&sd=true				
2. Company profile form – Annex F-2 (1) Original Copy			Department of Energy - Mindanao Field Office - Oil Industry Management Division (MFO-OIMD)	
<i>Remarks:</i> Name of Application Form: MFO Dealer Checklist, Profile, Vehicle, Layout Annexes F-1 to F-5 Access thru this link: https://docs.google.com/spreadsheets/d/1lvzSYCU6AJfnTfMxv_mqZpxf3k-VLFNW/edit?gid=529493108#gid=529493108				
3. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Certified True Copy			Land Transportation Office (LTO) - Operations Division	
4. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy			Bureau of Fire Protection - Bureau of Fire Protection	
5. Marine Vessel Registry and Safety Certificate (1) Certified True Copy Or (1) Photo Copy			Department of Transportation - Maritime Industry Authority	
For Situational Requirement				
A. For Authorized Representative and Signatory				
A.1. Notarized Company Secretary's Certificate (1) Original Copy			Applicant / Client	
<i>Remarks:</i> This is only applicable if an authorized representative will submit the application on the owner's behalf Please attach a copy of the Authorized Representative's valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filing of application and submission of documents to MFO-OIMD via mail or walk-in Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building,	1.1. Review of completeness of documents against checklist of requirements. Document Tracking/ Logging	None	30 minute/s	Project Evaluation Specialist; Oil Industry Management Division (MFO-OIMD)



Candelaria Street, Ecoland, Davao City Email: eimd.doe.davao@doe.gov.ph Notes/Instruction: Applicant with a pending case must settle first thier violation/s and secure a legal clearance to the DOE-MFO Legal Section.	1.2. Checking of database if LPG Dealer has any violations or pending cases and forward to the Legal Section for legal assessment and decision.		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.3. Verification of no pending case and issuance of legal clearance.		2 working day/s	Attorney III; Legal Section (MFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Payment of Fees Location: DOE-MFO Cashier Window, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	2. Processing of payment and issuance of Official Receipt	Standard Fees Breakdown: Certificate of Registration - Authorized Transport Motor Vehicle: PHP 1000 Total: PHP 1000	30 minute/s	Collecting Officer; MFO - Cashier
3. Submission of Proof of Payment Location: DOE-MFO Receiving Area, 3rd Floor Tolentino 2020 Building, Candelaria Street, Ecoland, Davao City	3.1. Official acceptance of application, processor logged in the MFO suite database	None	30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.2. Processing of application and preparation of Certificate of Registration- Authority to Sell LPG Dealer/Retailer and cover		2 working day/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.3. Review of the action on the evaluated application		1 working day/s	Supervising Science Research Specialist; Oil Industry Management Division (MFO-OIMD)
	3.4. Review and endorsement of application for Director's approval		4 hour/s	Chief Science Research Specialist ; Oil Industry Management Division (MFO-OIMD)
	3.5. Review and approval of endorsed application		1 working day/s	Director, MFO; Department of Energy - Mindanao Field Office
	3.6. Release of Certificate of Registration for LPG Dealer/Retailer to client		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)
	3.7. File copy of the application and action for safekeeping		30 minute/s	Science Research Specialist II; Oil Industry Management Division (MFO-OIMD)

**General Remarks**

Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 1000