



Natural Gas Management Division (NGMD)

External Services



1. OIMB-NGMD01 Issuance of NOTICE TO PROCEED (NTP) for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponents to proceed with the acquisition of permits/clearances from the national and local government agencies and financial closing prior to the construction of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to develop Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements		
This consists of legal, technical and financial documentation.		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Duly filled-out covering information sheet showing a brief profile of the Applicant (Annex A-1) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
Remarks: Use Annex A-1 General Information Sheet		
1.A.2. Certified true copy of Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered Applicant. The corporate purpose of the Applicant shall include authority to own and operate a PDNGI facility (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Issuing Unit	
1.A.3. Certified true copy of the latest General Information Sheet (GIS) of the Applicant stamped-received by the SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Issuing Unit	
1.A.4. Certified true copy of Secretary's Certificate showing authority of the Applicant's representative to apply, negotiate,	Securities and Exchange Commission (SEC) - Issuing Unit	



sign, and execute documents in relation to the application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	
1.B. Technical Documentation	
1.B.1. Applicant Profile (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This is an executive report indicating the following:</i> <i>A. Applicant</i> <i>1. Executive summary of the business operation of the Applicant;</i> <i>2. List of executive officers and their professional qualification and experience;</i> <i>3. List of project management team and their professional qualification and experience;</i> <i>4. Organizational chart of the executive officers and the project management team;</i> <i>5. Business direction and strategy; and</i> <i>6. Major accomplishments in the PDNGI Industry.</i> <i>B. Profile of the Applicant's Affiliates and joint venture</i> <i>1. Legal identity and business operation of the Applicant's Affiliates and joint ventures;</i> <i>2. List of executive officers and their professional qualification and experience;</i> <i>3. List of project management team and their professional qualification and experience;</i> <i>4. Organizational chart of the executive officers and the project management team;</i> <i>5. Specific expertise of the Affiliate or joint venture that will be contributed to the project; and</i> <i>6. Major accomplishments of the Affiliate or joint venture in the specific expertise to be contributed to the project.</i> <i>C. Applicant, its Affiliates, and joint venture disclosure of any pending or finally determined major safety or environmental enforcement actions by relevant authorities; and</i> <i>D. Other information that the Applicant may deem necessary to support its application or as may be required by the DNG-REC and as stipulated in Section 7- Documentary Requirements of Department Circular No. DC2025-04-0005.</i>	
1.B.2. Project Profile (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> <i>A. General project description;</i> <i>B. Description of project site;</i> <i>Applicant shall comply with the following minimum requirements:</i> <i>1. Classified as heavy industrial zone; and</i> <i>2. Adequate exclusion zone.</i> <i>C. List of permitting requirements to be secured from the Government by the Applicant before construction;</i> <i>D. List of technical studies to be prepared by the Applicant before construction; and</i>	



E. Other pre-construction preparatory activities.

1.C. Financial Documentation

**1.C.1. Work program and budget
(1) Original Copy And (2) Photo Copy And (1) Electronic Copy**

Applicant / Client

Remarks:

This must indicate the following:

- 1. Acquisition or lease of project location/site;*
- 2. Permitting activities;*
- 3. Technical studies; and*
- 4. Other pre-construction preparatory activities*

**1.C.2. Financial Documents
(1) Original Copy And (2) Photo Copy And (1) Electronic Copy**

Applicant / Client

Remarks:

This contains the following:

A. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;

B. Original copy of the bank certification on the cash balance of the latest unaudited FS;

C. Board resolution appropriating funds for the work program; and

D. If the committed working capital is insufficient, the Applicant may avail any of the following support funding:

1. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders;

2. Funding support from the Parent Company:

- A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;*
- Original copy of the bank certification on the cash balance of the latest unaudited FS; and*
- Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest.*

3. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program.

**1.C.3. Proposed Financial Closing methodology for the proposed PDNGI facility construction
(1) Original Copy And (2) Photo Copy And (1) Electronic Copy**

Applicant / Client

1.C.4. Financial evaluation criteria



The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the proposed work program.

2. Official Receipt of the Payment of Fees
(1) Photo Copy

Department of Energy - Treasury Division

Remarks:

Total Fees: PHP 150,000

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign the application to case handler		30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the NTP application		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural		2 hour/s	Science Research Specialist; Natural Gas



	Gas -Review and Evaluation Committee meeting		Management Division (NGMD)
	1.7. Finalization of the issuance of NTP and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman / Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management



				t Division (NGMD)
General Remarks 1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines. 2. Applications for NTP, PTC, POM, PTE, PTR, and PTM must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale. 3. Original copy of the above documents shall be presented to OIMB for authentication purposes. 4. Once application is approved, the applicant will be notified through email. 5. Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005 6. Reportorial Requirements – refer to Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005				
Total Processing Time:			Working Days: 20 working day/s	
Total Processing Fee:			Total Standard Fee: None	

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELSD)			



2. OIMB-NGMD02 Issuance of PERMIT TO CONSTRUCT (PTC) for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponent to proceed with the construction of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to construct Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements This consists of legal, technical and financial documentation. Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Applicable regulatory permits from the Department of Environment and Natural Resources (DENR) which include the Environmental Compliance Certificate (ECC) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau	
1.A.2. Applicable Endorsement and Building Permits from the Local Government Unit (LGU) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit	
1.A.3. Certificate of Non-Overlap or Certificate of Pre-Condition (CP) from the National Commission on Indigenous Peoples (NCIP) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	National Commission on Indigenous Peoples (NCIP) - Issuing Unit	
1.A.4. Registration from the Department of Labor and Employment (DOLE) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Labor and Employment (DOLE) - Issuing Unit	
1.A.5. Fire Safety Evaluation Clearance from the Bureau of Fire Protection (BFP)	Department of Interior and Local Government - Bureau of Fire	



(1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Protection
1.A.6. Other permits may be required by law or rules as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B. Technical Documentation	
1.B.1. Final Project Description (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Description of the PDNGI Facility for construction and installation; 2. Plot plans and list of key buildings, components, systems, access roads, safety zones and distances; 3. Description of the functions of key buildings, components, systems, access roads, safety zones and distances; 4. List and description of technologies to be employed in the construction and installation; 5. Summary list with sufficient description of the Philippine or Internationally Accepted Codes and Standards specifically used as basis on the formulation of the plans and designs for the construction of buildings and other facilities and the installation of equipment including the materials used therein; and 6. Other relevant detailed engineering design information as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements)	
1.B.2. Execution program (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Work program and budget attached with Gantt Chart; 2. Detailed construction and installation work per activity with timelines of procurement and delivery indicating the start and completion date for each milestone; 3. Pre-commissioning and commissioning tests and start up for works and milestones; and 4. Description of the progress measurement system and method applied to monitor progress of the project. The Applicant shall use scheduling tools for ease of project progress and schedule monitoring (i.e. XER or MPT).	
1.B.3. Detailed description of the professional qualifications and experience of the project management team for construction, installation, testing and commissioning attached with an organizational chart indicating the groups/sections and their roles, functions, scope of work, etc (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.4. Detailed description of manpower complement (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.5. Third-party safety and quality validation (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



<i>Remarks:</i> <i>This contains the following:</i> <i>1. Safety and Quality Certificate on the design of the buildings, other facilities, and equipment to be installed; and</i> <i>2. Safety and Quality Certificate of the materials to be used on the construction, facilities, and equipment.</i>	
1.B.6. Environmental (land, air, water and people) impact identification, prevention and mitigation assessment report of the proposed infrastructure and processes on the proposed site consistent with the Philippine Environmental Impact Statement System (EISS) Law and its implementing rules (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.7. Geologic, oceanographic, seismic, atmospheric, and security hazard identification, prevention and mitigation assessment report (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains but not limited the following:</i> <i>1. Offshore Wind and Wave Study;</i> <i>2. Wave Transformation Modeling Study;</i> <i>3. Hydrodynamic (Flow) Modeling Study;</i> <i>4. Navigational Simulations (Fast-time);</i> <i>5. Simplified Downtime Assessment;</i> <i>6. Tsunami Modeling Study;</i> <i>7. Typhoon Modeling Study;</i> <i>8. Quantitative Risk Assessment; and</i> <i>9. Other related studies;</i>	
1.B.8. Health, Safety, Security and Environment (HSSE) Risk Assessment and Management Plan (Construction and Equipment Installation Phase) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> <i>1. Environmental Risk Assessment and Management Plan</i> <i>2. Occupational Health and Safety Risk Assessment and Management Plan</i> <i>3. Facility Security Risk Assessment and Management Plan</i> <i>4. Disaster/Emergency Preparedness and Response Plan</i> <i>5. Other areas of concern that the Permit Holder may deem necessary.</i>	
1.C. Financial Documentation	
1.C.1. Work program and budget (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This indicates the following:</i>	



1. Permitting activities;
2. Construction, installation, testing and commissioning; and
3. Other related activities

1.C.2. Financial documents

(1) Original Copy And (2) Photo Copy And (1) Electronic Copy

Applicant / Client

Remarks:

This contains the following:

1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;
2. Original copy of the bank certification on the cash balance of the latest unaudited FS;
3. Board resolution appropriating funds for the work program; and
4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding:
 - a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders
 - b. Funding support from the Parent Company:
 - A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;
 - Original copy of the bank certification on the cash balance of the latest unaudited FS; and
 - Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest.
 - c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program

1.C.3. Financial Evaluation Criteria

The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the proposed work program.

2. Official Receipt of the Payment of Fees
(1) Photo Copy

Department of Energy - Treasury Division

Remarks:

Total Fees: PHP 150,000

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete	1.1. Receive application and endorse to Division	None	30 minute/s	• Administrative Staff;



requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	Chief		Natural Gas Managemen t Division (NGMD)
	1.2. Review and assign application to case handler	30 minute/s	Chief Science Research Specialist; Natural Gas Managemen t Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application	10 working day/s	Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the PTC application	1 working day/s	Science Research Specialist; Natural Gas Managemen t Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee	1 working day/s	Science Research Specialist; Natural Gas Managemen t Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	Science Research Specialist; Natural Gas Managemen t Division (NGMD)
	1.7. Finalization of the issuance of PTC and relevant documentation	1 working day/s	Science Research Specialist; Natural Gas Managemen t Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	2 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee



	1.9. Review and endorse application for Secretary's approval		2 working day/s, 4 hour/s	- Vice Chairman/Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee
	1.10. Review and approve the endorsed application. Once approved, the Administrative Staff shall forward the application to the OIMB-Office of the Director.		2 working day/s	- Secretary; Office of the Secretary - Administrative Staff; Office of the Secretary
	1.11. Receive and release of approved application to NGMD		30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.12. Receive approved application for release. Applicant will be notified of the approval of their application.		30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

- Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines.
- Applications for NTP, PTC, POM, PTE, PTR, and PTM must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
- Original copy of the above documents shall be presented to OIMB for authentication purposes.
- If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or 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.
5. Once application is approved, the applicant will be notified through email.
 6. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



3. OIMB-NGMD03 Issuance of PERMIT TO EXPAND (PTE) for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponent to proceed with the expansion of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to expand the Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements		
This consists of legal, technical, and financial documentation.		
Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Amended regulatory permits from the DENR, as applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau	
1.A.2. Building permit from the LGU, as applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit	
1.A.3. Registration and Permit to Operate from the DOLE (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Labor and Employment (DOLE) - Issuing Unit	
1.A.4. Fire Safety Evaluation Clearance (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Interior and Local Government - Bureau of Fire Protection	
1.A.5. Other permits as may be required by law or rules as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.B. Technical Documentation		



1.B.1. Final project description (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.2. Execution program (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C. Financial Documentation	
1.C.1. Work program and budget (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This indicates the following:</i> 1. Permitting activities; 2. Construction, installation, testing and commissioning; and 3. Other construction related activities.	
1.C.2. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; 2. Original copy of the bank certification on the cash balance of the latest unaudited FS; 3. Board resolution appropriating funds for the work program; and 4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding: a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders b. Funding support from the Parent Company: • A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; • Original copy of the bank certification on the cash balance of the latest unaudited FS; and • Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program	
1.C.3. Financial evaluation criteria The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the proposed work program.	



2. Official Receipt of the Payment of Fees (1) Photo Copy			Department of Energy - Treasury Division	
Remarks: Total Fees: PHP 150,000				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOG Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application		10 working day/s	Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the PTE application		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)



	1.7. Finalization of the issuance of PTE and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman/Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)
General Remarks			



1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines.
2. Applications for NTP, PTC, POM, PTE, PTR, and PTM must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or 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.
5. Once application is approved, the applicant will be notified through email.
6. Reportorial Requirements – refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			



4. OIMB-NGMD04 Issuance of PERMIT TO REHABILITATE (PTR) for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponent to proceed with the rehabilitation of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to rehabilitate the Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements		
This consists of legal, technical, and financial documentation.		
Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Amended regulatory permits from the DENR, as applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau	
1.A.2. Building permit from the LGU, as applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit	
1.A.3. Registration and Permit to Operate from the DOLE (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Labor and Employment (DOLE) - Issuing Unit	
1.A.4. Fire Safety Evaluation Clearance (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Interior and Local Government - Bureau of Fire Protection	
1.A.5. Other permits as may be required by law or rules as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.B. Technical Documentation		



1.B.1. Final project description (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.2. Execution program (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C. Financial Documentation	
1.C.1. Work program and budget (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This indicates the following:</i> 1. Permitting activities; 2. Construction, installation, testing and commissioning; and 3. Other construction related activities.	
1.C.2. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; 2. Original copy of the bank certification on the cash balance of the latest unaudited FS; 3. Board resolution appropriating funds for the work program; and 4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding: a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders b. Funding support from the Parent Company: • A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; • Original copy of the bank certification on the cash balance of the latest unaudited FS; and • Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program	
1.C.3. Financial evaluation criteria The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the proposed work program.	



2. Official Receipt of the Payment of Fees (1) Photo Copy			Department of Energy - Treasury Division	
Remarks: Total Fees: PHP 150,000				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the PTR application		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)



	1.7. Finalization of the issuance of PTR and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman/Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)
General Remarks			



1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines.
2. Applications for NTP, PTC, POM, PTE, PTR, and PTM must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or 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.
5. Once application is approved, the applicant will be notified through email.
6. Reportorial Requirements – refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			



5. OIMB-NGMD05 Issuance of PERMIT TO MODIFY (PTM) for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponent to proceed with the modification of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to modify Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements		
This consists of legal, technical, and financial documentation.		
Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Amended regulatory permits from the DENR, as applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau	
1.A.2. Building permit from the LGU, as applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit	
1.A.3. Registration and Permit to Operate from the DOLE (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Labor and Employment (DOLE) - Issuing Unit	
1.A.4. Fire Safety Evaluation Clearance (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Department of Interior and Local Government - Bureau of Fire Protection	
1.A.5. Other permits as may be required by law or rules and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.B. Technical Documentation		



1.B.1. Final project description (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.2. Execution program (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C. Financial Documentation	
1.C.1. Work program and budget (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This indicates the following:</i> 1. Permitting activities; 2. Construction, installation, testing and commissioning; and 3. Other construction related activities.	
1.C.2. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; 2. Original copy of the bank certification on the cash balance of the latest unaudited FS; 3. Board resolution appropriating funds for the work program; and 4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding: a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders b. Funding support from the Parent Company: • A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; • Original copy of the bank certification on the cash balance of the latest unaudited FS; and • Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program	
1.C.3. Financial evaluation criteria The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the proposed work program.	



2. Official Receipt of the Payment of Fees (1) Photo Copy			Department of Energy - Treasury Division	
Remarks: Total Fees: PHP 150,000				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOG Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application		10 working day/s	Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the PTM application		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)



	1.7. Finalization of the issuance of PTM and relevant documentation		2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval		3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.		2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD		30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.		30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)
General Remarks				



1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines.
2. Applications for NTP, PTC, POM, PTE, PTR, and PTM must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or 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.
5. Once application is approved, the applicant will be notified through email.
6. Reportorial Requirements – refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			



6. OIMB-NGMD06 Issuance of PERMIT TO OPERATE AND MAINTAIN (POM) for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponent the operation and maintenance of the completed construction of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to operate and maintain Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirements This consists of legal, technical and financial documentation. Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Updated and applicable regulatory permits from the DENR which includes the ECC (3) Photo Copy And (1) Electronic Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau	
1.A.2. Updated Business Permits for Operation from the LGU (3) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit	
1.A.3. Updated Registration and Permit to Operate from the DOLE (3) Photo Copy And (1) Electronic Copy	Department of Labor and Employment (DOLE) - Issuing Unit	
1.A.4. Updated Fire Safety Inspection Certificate from the Bureau of Fire Protection (3) Photo Copy And (1) Electronic Copy	Department of Interior and Local Government - Bureau of Fire Protection	
1.A.5. Other permits may be required by law or rules and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (3) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.B. Technical Documentation		



1.B.1. Completion requirement (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This consists of the following:</i> 1. Mechanical completion certificate issued by the EPC contractor and concurred to by the Permit Holder; 2. Final testing and commissioning certificate issued by the EPC contractor and concurred to by the Permit Holder; and 3. Final project completion acceptance certificate issued by the EPC contractor and concurred to by the Permit Holder	
1.B.2. Final plot plans and list of key buildings, components, systems, access roads, safety zones and distances (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.3. Description of the functions of key buildings, components, systems, access roads, safety zones and distances (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.4. Operational process flow with diagram (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.5. HSSE Risk Assessment and Management Plan (Operation Phase) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Environmental Risk Assessment and Management Plan 2. Occupational Health and Safety Risk Assessment and Management Plan 3. Facility Security Risk Assessment and Management Plan 4. Disaster/ Emergency Preparedness and Response Plan 5. Corporate Social Responsibility Program 6. Other areas of concern that the Permit Holder may deem necessary	
1.B.6. Description and schedule of maintenance activities (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C. Financial Documentation	
1.C.1. Proposed operation and maintenance work program and budget for the first year of operation (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C.2. Financial Documents (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i>	



1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;
2. Original copy of the bank certification on the cash balance of the latest unaudited FS;
3. Board resolution appropriating funds for the work program; and
4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding:

a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders

b. Funding support from the Parent Company:

- A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;
- Original copy of the bank certification on the cash balance of the latest unaudited FS; and
- Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest

c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program

1.C.3. Financial evaluation criteria

The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the proposed operation and maintenance for the first year of operation.

2. Official Receipt of the Payment of Fees
(1) Photo Copy

Department of Energy - Treasury Division

Remarks:

Total Fees: PHP 150,000

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management



			t Division (NGMD)
1.3. Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application	10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group	
1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the POM application	1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)	
1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee	1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)	
1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)	
1.7. Finalization of the issuance of POM and relevant documentation	1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)	
1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	2 working day/s	• Members; Downstream Natural Gas Review and Evaluation Committee	
1.9. Review and endorse application for Secretary's approval	2 working day/s, 4 hour/s	• Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee • Chairman/U ndersecretar	



			y; Downstream Natural Gas Review and Evaluation Committee • Administrative Staff; Office of the Undersecretary
	1.10. Review and approve the endorsed application. Once approved, the Administrative Staff shall forward the application to the OIMB-Office of the Director.	2 working day/s	• Secretary; Office of the Secretary • Administrative Staff; Office of the Secretary
	1.11. Receive and release of approved application to NGMD	30 minute/s	• Administrative Staff; OIMB, Office of the Director
	1.12. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD) • Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines.
2. Applications for NTP, PTC, POM, PTE, PTR, and PTM must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or 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.
5. Once application is approved, the applicant will be notified through email.
6. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)



Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



7. OIMB-NGMD07 Issuance of the Participant Accreditation for SUPPLIER

Department Circular No.: [DC2025-04-0005](#)

To authorize the participant to engage in the procurement or production and selling of indigenous or imported LNG to gas buyers in the Philippines or abroad

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the procurement or production and selling of indigenous or imported LNG to gas buyers in the Philippines or abroad
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Letter (Annex B-1) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following information:</i> 1. Company Details - business name, address, telephone number/s, email address; 2. Contact Person and Contact Details; and 3. Type of Accreditation applied for: • Supplier • Aggregator • Reseller • Bunker Trader; Use the Annex B-1 - Application Form	
2. Profile of the Applicant (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following information:</i> 1. Legal identity; 2. Business operation; 3. Description of the source and estimate of natural gas (indigenous and/or imported liquified natural gas) volume planned to be traded in one (1) year and its corresponding budgetary requirements; 4. Description and location of the facility to be used for storage, regasification, or production, and sale of natural gas; and;	



5. Description of prospective and/or existing buyers of natural gas;	
3. Profile of the Applicant's Affiliates and/or joint venture members engaged in the natural gas industry (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This is an Executive Briefer for each affiliate and/or joint venture member indicating the following information:</i> <i>1. Legal identity;</i> <i>2. Business Information</i> <i>3. Major accomplishments in natural gas industry; and</i> <i>4. Organizational chart of the executive officers and the project management team</i>	
4. Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered Applicant. The corporate purpose of the Applicant shall include authority to trade natural gas (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
5. Latest General Information Sheet (GIS) of the Applicant stamped-received by SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
6. Secretary's Certificate showing authority of the Applicant's representative to apply, negotiate, sign, and execute documents in relation to the application (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
7. Philippine Business Permit (1) Certified True Copy And (1) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit
8. Philippine Bureau of Internal Revenue (BIR) Registration (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Issuing Unit
9. Certificate of Accreditation as Importer from the Philippine Bureau of Customs (BOC), if importing LNG (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Customs - Issuing Unit
10. Proof of the right to utilize the facility to be used for storage, regasification or production, and sale of natural gas, if applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
11. Audited Financial Statements for the last two (2) years from the date of the Application and the latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the Audited FS is more than six (6) months at the time of application filing (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
12. Other supporting and relevant documents that the law or rules may require and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



13. Official Receipt of the Payment of Fees (1) Photo Copy			Department of Energy - Treasury Division	
Remarks: Total Fees: PHP 14,000				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)



	1.7. Finalization of the issuance of Participant Accreditation as Supplier and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)
General Remarks			



1. An Applicant shall submit its requirements in English language, and for foreign-registered must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Application must be submitted in three (3) complete sets of hard copies, and digital copy in PDF format on a USB drive or email at oimb.ngmd@doe.gov.ph. The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, and figures in A4 size;
3. Original copy of the above documents shall be presented to OIMB for authentication purposes; and
4. Once application is approved, the applicant will be notified through email.
5. Refer to [Annex B: Guidelines on the Issuance of Accreditation and Acknowledgement per DC2025-04-0005](#)
6. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



8. OIMB-NGMD08 Issuance of the Participant Accreditation for AGGREGATOR

Department Circular No.: [DC2025-04-0005](#)

To authorize the participant to engage in the procurement of indigenous natural gas, combining it with imported LNG, and selling the aggregated gas to gas buyers in the Philippines or abroad

Office or Division:	Natural Gas Management Division (NGMD)										
Classification:	Highly Technical										
Type of Transaction:	G2B (Government to Business)										
Who may avail:	Entities intending to engage in the procurement of indigenous natural gas, combining it with imported LNG, and selling the aggregated gas to gas buyers in the Philippines or abroad										
Operating Hours:	8:00 AM - 5:00 PM										
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)										
<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. Application Letter (Annex B-1) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>This contains the following information:</i> <i>Company Details - business name, address, telephone number/s, email address;</i> <i>Contact Person and Contact Details; and</i> <i>Type of Accreditation applied for:</i> <i>Supplier</i> <i>Aggregator</i> <i>Reseller</i> <i>Bunker Trader;</i> Use the Annex B-1 - Application Form </td></tr> <tr> <td>2. Profile of the Applicant (1) Original Copy And (2) Photo Copy And (1) Electronic Copy</td><td>Applicant / Client</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application Letter (Annex B-1) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>This contains the following information:</i> <i>Company Details - business name, address, telephone number/s, email address;</i> <i>Contact Person and Contact Details; and</i> <i>Type of Accreditation applied for:</i> <i>Supplier</i> <i>Aggregator</i> <i>Reseller</i> <i>Bunker Trader;</i> Use the Annex B-1 - Application Form		2. Profile of the Applicant (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE										
For Standard Requirement											
1. Application Letter (Annex B-1) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client										
<i>Remarks:</i> <i>This contains the following information:</i> <i>Company Details - business name, address, telephone number/s, email address;</i> <i>Contact Person and Contact Details; and</i> <i>Type of Accreditation applied for:</i> <i>Supplier</i> <i>Aggregator</i> <i>Reseller</i> <i>Bunker Trader;</i> Use the Annex B-1 - Application Form											
2. Profile of the Applicant (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client										



<i>Remarks:</i> <i>This contains the following information:</i> 1. Legal identity; 2. Business operation; 3. Description of the source and estimate of natural gas (indigenous and/or imported liquified natural gas) volume planned to be traded in one (1) year and its corresponding budgetary requirements; 4. Description and location of the facility to be used for storage, regasification, or production, and sale of natural gas; and; 5. Description of prospective and/or existing buyers of natural gas;	
3. Profile of the Applicant's Affiliates and/or joint venture members engaged in the natural gas industry (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This is an Executive Briefer for each affiliate and/or joint venture member indicating the following information:</i> 1. Legal identity; 2. Business Information 3. Major accomplishments in natural gas industry; and 4. Organizational chart of the executive officers and the project management team	
4. Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered Applicant. The corporate purpose of the Applicant shall include authority to trade natural gas (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
5. Latest General Information Sheet (GIS) of the Applicant stamped-received by SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
6. Secretary's Certificate showing authority of the Applicant's representative to apply, negotiate, sign, and execute documents in relation to the application (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
7. Philippine Business Permit (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit
8. Philippine Bureau of Internal Revenue (BIR) Registration (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Issuing Unit
9. Certificate of Accreditation as Importer from the Philippine Bureau of Customs (BOC), if importing LNG (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Customs - Issuing Unit
10. Proof of the right to utilize the facility to be used for storage, regasification or production, and sale of natural gas, if applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



11. Audited Financial Statements for the last two (2) years from the date of the Application and the latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the Audited FS is more than six (6) months at the time of application filing (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
12. Other supporting and relevant documents that the law or rules may require and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
13. Official Receipt of the Payment of Fees (1) Photo Copy	Department of Energy - Treasury Division

Remarks:

Total Fees: PHP 14,000

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the		1 working day/s	Science Research Specialist; Natural Gas



	Downstream Natural Gas-Review and Evaluation Committee		Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.7. Finalization of the issuance of Participant Accreditation as Aggregator and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified	30 minute/s	Administrative Staff; Natural Gas Management



	of the approval of their application.			t Division (NGMD) Science Research Specialist; Natural Gas Management Division (NGMD)
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General Remarks

1. An Applicant shall submit its requirements in English language, and for foreign-registered must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Application must be submitted in three (3) complete sets of hard copies, and digital copy in PDF format on a USB drive or email at oimb.ngmd@doe.gov.ph. The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, and figures in A4 size;
3. Original copy of the above documents shall be presented to OIMB for authentication purposes; and
4. Once application is approved, the applicant will be notified through email.
5. Refer to [Annex B: Guidelines on the Issuance of Accreditation and Acknowledgement per DC2025-04-0005](#)
6. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



9. OIMB-NGMD09 Issuance of the Participant Accreditation for RESELLER

Department Circular No.: [DC2025-04-0005](#)

To authorize the participant to engage in the procurement of natural gas from a Supplier or Aggregator and reselling it to gas buyers in the Philippines

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the procurement of natural gas from a Supplier or Aggregator and reselling it to gas buyers in the Philippines
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Letter (Annex B-1) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following information:</i> 1. Company Details - business name, address, telephone number/s, email address; 2. Contact Person and Contact Details; and 3. Type of Accreditation applied for: • Supplier • Aggregator • Reseller • Bunker Trader; Use the Annex B-1 - Application Form	
2. Profile of the Applicant (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following information:</i> 1. Legal identity; 2. Business operation; 3. Description of the source and estimate of natural gas (indigenous and/or imported liquified natural gas) volume planned to be traded in one (1) year and its corresponding budgetary requirements; 4. Description and location of the facility to be used for storage, regasification, or production, and sale of natural gas; and;	



5. Description of prospective and/or existing buyers of natural gas;	
3. Profile of the Applicant's Affiliates and/or joint venture members engaged in the natural gas industry (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This is an Executive Briefer for each affiliate and/or joint venture member indicating the following information:</i> <i>1. Legal identity;</i> <i>2. Business Information</i> <i>3. Major accomplishments in natural gas industry; and</i> <i>4. Organizational chart of the executive officers and the project management team</i>	
4. Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered Applicant. The corporate purpose of the Applicant shall include authority to trade natural gas (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
5. Latest General Information Sheet (GIS) of the Applicant stamped-received by SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
6. Secretary's Certificate showing authority of the Applicant's representative to apply, negotiate, sign, and execute documents in relation to the application (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
7. Philippine Business Permit (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit
8. Philippine Bureau of Internal Revenue (BIR) Registration (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Issuing Unit
9. Certificate of Accreditation as Importer from the Philippine Bureau of Customs (BOC), if importing LNG (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Customs - Issuing Unit
10. Proof of the right to utilize the facility to be used for storage, regasification or production, and sale of natural gas, if applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
11. Audited Financial Statements for the last two (2) years from the date of the Application and the latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the Audited FS is more than six (6) months at the time of application filing (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
12. Other supporting and relevant documents that the law or rules may require and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



13. Official Receipt of the Payment of Fees (1) Photo Copy			Department of Energy - Treasury Division	
Remarks: Total Fees: PHP 14,000				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)



1.7. Finalization of the issuance of Participant Accreditation as Reseller and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee
1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. An Applicant shall submit its requirements in English language, and for foreign-registered must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Application must be submitted in three (3) complete sets of hard copies, and digital copy in PDF format on a USB drive or email at oimb.ngmd@doe.gov.ph. The recommended format includes the



- use of the Times New Roman font in size 12, single-line spacing, and figures in A4 size;
3. Original copy of the above documents shall be presented to OIMB for authentication purposes; and
 4. Once application is approved, the applicant will be notified through email.
 5. Refer to [Annex B: Guidelines on the Issuance of Accreditation and Acknowledgement per DC2025-04-0005](#)
 6. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELSD)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



10. OIMB-NGMD10 Issuance of the Participant Accreditation for BUNKER TRADER

Department Circular No.: [DC2025-04-0005](#)

To authorize the participant to engage in the sale of natural gas as fuel of domestic or foreign marine vessels

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the sale of natural gas as fuel of domestic or foreign marine vessels
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Letter (Annex B-1) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following information:</i> 1. Company Details - business name, address, telephone number/s, email address; 2. Contact Person and Contact Details; and 3. Type of Accreditation applied for: • Supplier • Aggregator • Reseller • Bunker Trader; Use the Annex B-1 - Application Form	
2. Profile of the Applicant (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following information:</i> 1. Legal identity; 2. Business operation; 3. Description of the source and estimate of natural gas (indigenous and/or imported liquified natural gas) volume planned to be traded in one (1) year and its corresponding budgetary requirements; 4. Description and location of the facility to be used for storage, regasification, or production, and sale of natural gas; and;	



5. Description of prospective and/or existing buyers of natural gas;	
3. Profile of the Applicant's Affiliates and/or joint venture members engaged in the natural gas industry (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This is an Executive Briefer for each affiliate and/or joint venture member indicating the following information:</i> <i>1. Legal identity;</i> <i>2. Business Information</i> <i>3. Major accomplishments in natural gas industry; and</i> <i>4. Organizational chart of the executive officers and the project management team</i>	
4. Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered Applicant. The corporate purpose of the Applicant shall include authority to trade natural gas (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
5. Latest General Information Sheet (GIS) of the Applicant stamped-received by SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission - Issuing Unit
6. Secretary's Certificate showing authority of the Applicant's representative to apply, negotiate, sign, and execute documents in relation to the application (1) Original Copy And (2) Electronic Copy And (1) Electronic Copy	Applicant / Client
7. Philippine Business Permit (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Local Government Unit (LGU), where the facility is located - Issuing Unit
8. Philippine Bureau of Internal Revenue (BIR) Registration (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Internal Revenue - Issuing Unit
9. Certificate of Accreditation as Importer from the Philippine Bureau of Customs (BOC), if importing LNG (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Bureau of Customs - Issuing Unit
10. Proof of the right to utilize the facility to be used for storage, regasification or production, and sale of natural gas, if applicable (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
11. Audited Financial Statements for the last two (2) years from the date of the Application and the latest Unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the Audited FS is more than six (6) months at the time of application filing (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
12. Other supporting and relevant documents that the law or rules may require and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



13. Official Receipt of the Payment of Fees (1) Photo Copy			Department of Energy - Treasury Division	
Remarks: Total Fees: PHP 14,000				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)



1.7. Finalization of the issuance of Participant Accreditation as Bunker Trader and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee
1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. An Applicant shall submit its requirements in English language, and for foreign-registered must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Application must be submitted in three (3) complete sets of hard copies, and digital copy in PDF format on a USB drive or email at oimb.ngmd@doe.gov.ph. The recommended format includes the



- use of the Times New Roman font in size 12, single-line spacing, and figures in A4 size;
3. Original copy of the above documents shall be presented to OIMB for authentication purposes;
 4. Once application is approved, the applicant will be notified through email.
 5. Refer to [Annex B: Guidelines on the Issuance of Accreditation and Acknowledgement per DC2025-04-0005](#)
 6. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELSD)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



11. OIMB-NGMD11 Issuance of the Acknowledgement to EXPORT LIQUEFIED NATURAL GAS (ATE-LNG)

Department Circular No.: [DC2025-04-0005](#)

The Acknowledgement to Export LNG for Downstream Natural Gas Industry Participants as well as provide the proof that the exporter complied to existing regulations and a requirement prior to release of the commodity by the Bureau of Customs

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the exportation of LNG
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Notice to Export (Annex B-4) (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following details:</i> 1. Business Name of the Participant and Accreditation Number.; 2. Quantity 3. Estimated date of loading and arrival; 4. Business Name of Buyer; 5. Estimated FOB price, freight, insurance cost and other exportation costs; 6. Vessel name and voyage number; and 7. Country of destination, with both ports of loading and unloading. Accomplish this template, Annex B-4 - Notice to Export LNG, and attach the photocopy of the Pro-forma Invoice as supporting document.	
2. Official Receipt of the Payment of Fees (1) Photo Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>Total Fees: PHP 1,500</i>	
3. Post-Exportation Notice (Annex B-5) (1) Original Copy	Applicant / Client
<i>Remarks:</i> Accomplish this template, Annex B-5 - Post-exportation Notice, and attach the photocopy of the following supporting documents:	



1. Commercial Invoice;
2. Export bill of lading; and
3. Certificate of quality;

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Process application and prepare Acknowledgement to Export LNG		2 working day/s, 6 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.4. Review, evaluate and act on the application		1 working day/s	Supervising Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Review, evaluate, and act on the application, and endorse to Office of the Bureau Director		1 working day/s	Division Chief; Natural Gas Management Division (NGMD)
	1.6. Review and endorse application for Director's approval		1 working day/s	Assistant Director; OIMB, Office of the Director
	1.7. Review and approve endorsed application		1 working day/s	Director; OIMB, Office



			of the Director
	1.8. Release approved application to respective division	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.9. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)

General Remarks

1. An Applicant shall submit its requirements in English language, and for foreign-registered must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Notice to Export must be submitted to OIMB not later than seven (7) working days prior to loading of every exportation.
3. Post-exportation Notice must be submitted to OIMB not later than twenty (20) working days after loading of every exportation.
4. Original copy of the above documents shall be presented to OIMB for authentication purposes.
5. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or 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.
6. Once application is approved, the applicant will be notified through email.
7. Refer to [Annex B: Guidelines on the Issuance of Accreditation and Acknowledgement per DC2025-04-0005](#)
8. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



12. OIMB-NGMD12 Issuance of the Acknowledgement to IMPORT LIQUEFIED NATURAL GAS (ATI-LNG)

Department Circular No.: [DC2025-04-0005](#)

The Acknowledgement to Import LNG for Downstream Natural Gas Industry Participants as well as provide proof that the importer complied to existing regulations and a requirement prior to release of the commodity by the Bureau of Customs

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the importation of LNG
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Notice to Import (Annex B-2) (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following details:</i> 1. Business Name of the Participant and Accreditation Number; 2. Quantity; 3. Product Specification; 4. Estimated date of loading and arrival; 5. Supplier; 6. Estimated FOB price, freight, insurance cost and other importation costs; 7. Vessel name and voyage number; and 8. Country of origin and destination, with both ports of loading and unloading Accomplish this template, Annex B-2 - Notice to Import LNG, and attach the photocopy of the Pro-forma Invoice as supporting document.	
2. Official Receipt of the Payment of Fees (1) Photo Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>Total Fees: PHP 1,500</i>	
3. Post-Importation Notice (Annex B-3) (1) Original Copy	Applicant / Client
<i>Remarks:</i>	



Accomplish this template, [Annex B-3 - Post-importation Notice](#), and attach the photocopy of the following supporting documents:

1. Commercial Invoice;
2. Import bill of lading;
3. Certificate of Quality;
4. Final import entry declaration;
5. Statement of Settlement of Duties and Taxes (SSDT)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOB Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Process application and prepare Acknowledgement to Import LNG		2 working day/s, 6 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.4. Review, evaluate and act on the application		1 working day/s	Supervising Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Review, evaluate, and act on the application, and endorse to Office of the Bureau Director		1 working day/s	Division Chief; Natural Gas Management Division (NGMD)
	1.6. Review and endorse application for Director's approval		1 working day/s	Assistant Director; OIMB, Office



				of the Director
	1.7. Review and approve endorsed application.		1 working day/s	Director; OIMB, Office of the Director
	1.8. Release approved application to respective division		30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.9. Receive approved application for release. Applicant will be notified of the approval of their application.		30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. An Applicant shall submit its requirements in English language, and for foreign-registered must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Notice to Import must be submitted to OIMB not later than seven (7) working days prior to loading of every exportation.
3. Post-importation Notice must be submitted to OIMB not later than twenty (20) working days after loading of every exportation.
4. Original copy of the above documents shall be presented to OIMB for authentication purposes.
5. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or 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.
6. Once application is approved, the applicant will be notified through email.
7. Refer to [Annex B: Guidelines on the Issuance of Accreditation and Acknowledgement per DC2025-04-0005](#)
8. Reportorial Requirements - refer to [Annex C: Guidelines for Submission of Reportorial Requirements per DC2025-04-0005](#)

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



13. OIMB-NGMD13 Issuance of APPROVAL OF ASSIGNMENT OR TRANSFER OF PERMIT for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

This authorizes the proponents to assign or transfer the permit for the Downstream Natural Gas Facilities from one juridical entity to another

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to assign or transfer permits of downstream natural gas facilities from one juridical entity to another	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirement This consists of legal, technical and financial documentation. Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
<i>1.A. Legal Documentation</i>		
1.A.1. Application letter from the Permit Holder addressed to the DNG-REC Chair (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.2. Certified true copy of the assignment agreement (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.3. Original copy of the Secretary's Certificate showing authority of the Permit Holder and assignee's representatives to apply, negotiate, sign, and execute documents in relation to the application (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.4. Original copy of the Permit Holder's Secretary's certificate attesting the issuance of a board resolution authorizing the assignment or transfer of the Permit attached with the certified true copy of the board resolution (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.5. Original copy of the assignee's Secretary's certificate attesting the issuance of a board resolution authorizing the assumption of the Permit including all the responsibilities and	Applicant / Client	



obligations therein attached with the certified true copy of the board resolution (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	
1.A.6. Business profile of the assignee (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.A.7. Certified true copy of Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered assignee. The corporate purpose of the assignee shall include authority to own and operate the PDNGI facility subject of assumption; and (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Issuing Unit
1.A.8. Certified true copy of the latest General Information Sheet (GIS) of the assignee stamped-received by the SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Issuing Unit
1.B. Technical Documentation	
1.B.1. Profile of Assignee or Buyer (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> <i>1. Legal identity and business operation of the assignee or buyer;</i> <i>2. Executive briefer describing the ability and competence of the assignee to take over the Permit or the buyer to assume control of the Permit Holder;</i> <i>3. List of executive officers and their professional qualification and experience;</i> <i>4. List of project management team and their professional qualification and experience;</i> <i>5. Organizational chart of the executive officers and the project management team.</i> <i>6. Business direction and strategy; and</i> <i>7. Major accomplishments in the PDNGI Industry.</i>	
1.B.2. Profile of the Assignee or Buyer's Affiliates and joint ventures (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> <i>1. Legal identity and business operation of the assignee or buyer's Affiliates and joint ventures;</i> <i>2. List of executive officers and their professional qualification and experience;</i> <i>3. List of project management team and their professional qualification and experience;</i> <i>4. Organizational chart of the executive officers and the project management team;</i> <i>5. Specific expertise of the Affiliate or joint venture that will be contributed to the project; and</i> <i>6. Major accomplishments of the Affiliate or joint venture on the specific expertise to be contributed to the project.</i>	
1.B.3. Applicant and its Affiliates and joint venture disclosure of any pending or finally determined major safety or environmental enforcement actions by relevant authorities (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



1.B.4. Other information that the Applicant may deem necessary to support its application or as may be required by the DNG-REC and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy		Applicant / Client		
1.C. Financial Documentation of the Assignee or Buyer				
1.C.1. Work program and budget for the remaining work program (1) Original Copy And (2) Photo Copy And (1) Electronic Copy		Applicant / Client		
1.C.2. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy		Applicant / Client		
Remarks: <i>This contains the following:</i> 1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; 2. Original copy of the bank certification on the cash balance of the latest unaudited FS; 3. Board resolution appropriating funds for the work program; and 4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding: a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders b. Funding support from the Parent Company: • A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; • Original copy of the bank certification on the cash balance of the latest unaudited FS; and • Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program				
1.C.3. Financial evaluation criteria The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the remaining work program.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee		1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting		2 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.7. Finalization of the issuance of Assignment or Transfer of Permit and relevant documentation		2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)



	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD	30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.	30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Applications for Approval of Assignment or Transfer of Permit must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the



Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.

3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. Once application is approved, the applicant will be notified through email.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



14. OIMB-NGMD14 Issuance of APPROVAL OF CHANGE IN CONTROL for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

This authorizes the proponents to change the control of the Downstream Natural Gas Facilities from one juridical entity to another

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to change the control of downstream natural gas facilities from one juridical entity to another	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirement This consists of legal, technical and financial documentation. Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
1.A. Legal Documentation		
1.A.1. Application letter from the Permit Holder addressed to the DNG-REC Chair requesting approval of a planned sale of shares that will result in a change of control (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.2. Original copy of the Secretary's Certificate showing authority of the Permit Holder and buyer's representatives to apply, negotiate, sign, and execute documents in relation to the application (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.3. Business profile of the buyer (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
1.A.4. Certified true copy of Securities and Exchange Commission registration, Articles of Incorporation and By-Laws or their equivalent for foreign - registered buyer. The corporate purpose of the buyer shall include authority to own and operate the PDNGI facility subject of assumption (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Issuing Unit	



1.A.5. Certified true copy of the latest General Information Sheet (GIS) of the buyer stamped-received by the SEC within twelve (12) months from date of the filing of application (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Securities and Exchange Commission (SEC) - Issuing Unit
1.B. Technical Documentation	
1.B.1. Profile of Assignee or Buyer (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Legal identity and business operation of the assignee or buyer; 2. Executive briefer describing the ability and competence of the assignee to take over the Permit or the buyer to assume control of the Permit Holder; 3. List of executive officers and their professional qualification and experience; 4. List of project management team and their professional qualification and experience; 5. Organizational chart of the executive officers and the project management team. 6. Business direction and strategy; and 7. Major accomplishments in the PDNGI Industry.	
1.B.2. Profile of the Assignee or Buyer's Affiliates and joint ventures (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>This contains the following:</i> 1. Legal identity and business operation of the assignee or buyer's Affiliates and joint ventures; 2. List of executive officers and their professional qualification and experience; 3. List of project management team and their professional qualification and experience; 4. Organizational chart of the executive officers and the project management team; 5. Specific expertise of the Affiliate or joint venture that will be contributed to the project; and 6. Major accomplishments of the Affiliate or joint venture on the specific expertise to be contributed to the project.	
1.B.3. Applicant and its Affiliates and joint venture disclosure of any pending or finally determined major safety or environmental enforcement actions by relevant authorities (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.B.4. Other information that the Applicant may deem necessary to support its application or as may be required by the DNG-REC and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C. Financial Documentation of the Assignee or Buyer	
1.C.1. Work program and budget for the remaining work program (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client
1.C.2. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client



Remarks:

This contains the following:

1. *Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;*
2. *Original copy of the bank certification on the cash balance of the latest unaudited FS;*
3. *Board resolution appropriating funds for the work program; and*
4. *If the committed working capital is insufficient, the Applicant may avail any of the following support funding:*

a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders

b. Funding support from the Parent Company:

- *A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;*
- *Original copy of the bank certification on the cash balance of the latest unaudited FS; and*
- *Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest*

c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program

1.C.3. Financial evaluation criteria

The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the remaining work program.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)



1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application	10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group
1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application	1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee	1 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
1.7. Finalization of the issuance of Change in Control and relevant documentation	2 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)
1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	• Members; Downstream Natural Gas Review and Evaluation Committee
1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	• Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee • Chairman/Undersecretary; Downstream



				Natural Gas Review and Evaluation Committee • Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD		30 minute/s	• Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.		30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD) • Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Applications for Approval of Change in Control must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. Once application is approved, the applicant will be notified through email.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			



Office Groups and Divisions					
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



15. OIMB-NGMD15 Issuance of APPROVAL OF DECOMMISSIONING AND ABANDONMENT for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

The permit authorizes the proponent to proceed with the decommissioning and abandonment of the Downstream Natural Gas Facilities

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to decommission and abandon the Downstream Natural Gas Facilities	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Documentary Requirement This consists of legal, technical and financial documentation. Refer to Annex A: Guidelines on the Issuance of Permits per DC2025-04-0005		
Sub Requirement		
<i>1.A. Legal Documentation</i>		
1.A.1. Certified true copy of regulatory permits required from government agencies and as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) (1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy	Other government agencies - Issuing Unit	
<i>1.B. Technical Documentation</i>		
1.B.1. Decommissioning and Abandonment Plan (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	
<i>Remarks:</i> <i>This contains the following:</i> <i>Description of the proposed decommissioning and abandonment activities with timeline and budgetary requirements;</i> <i>Work activities timeline and budgetary requirements;</i> <i>HSSE Risk Assessment and Management Plan</i> <i>Environmental Risk Assessment and Management Plan;</i>		



- Occupational Health and Safety Risk Assessment and Management Plan;
- Facility Security Risk Assessment and Management Plan
- Disaster/Emergency Preparedness and Response Plan; and
- Other areas of concern that the Permit Holder may deem necessary

4. List of Philippine or Internationally Accepted Standards to be utilized during implementation

5. Description of the project management team:

- Complete name;
- Nationality;
- Position;
- Qualification;
- Specialization/expertise;
- Experience;
- Role/responsibilities; and
- Certifications/trainings

1.C. Financial Documentation

1.C.1. Certified true copy of the latest available decommissioning fund
(1) Certified True Copy And (2) Photo Copy And (1) Electronic Copy

Applicant / Client

1.C.2. Financial evaluation criteria

The available decommissioning fund shall be able to support one hundred percent (100%) of the proposed work program.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group



1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application	1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee	1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.7. Finalization of the issuance of Decommissioning and Abandonment and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman/Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the



				Undersecretary
	1.10. Receive and release of approved application to NGMD		30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.		30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines.
2. Applications for Approval of Decommissioning and Abandonment must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or 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.
5. Once application is approved, the applicant will be notified through email.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					



Office Groups and Divisions					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



16. OIMB-NGMD16 Issuance of EXTENSION OF PERMIT VALIDITY for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

This authorizes Permit Holders to perform their permitted activities in relation to Downstream Natural Gas Facilities for an extended period

Office or Division:	Natural Gas Management Division (NGMD)														
Classification:	Highly Technical														
Type of Transaction:	G2B (Government to Business)														
Who may avail:	Permit Holders intending to extend the validity of their permit for downstream natural gas facilities														
Operating Hours:	8:00 AM - 5:00 PM														
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)														
<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. Application letter from the Permit Holder addressed to the DNG-REC Chair (1) Original Copy And (2) Photo Copy And (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>2. Executive report (1) Original Copy And (2) Photo Copy And (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>This indicates the following:</i> 1. Grounds for extension and proof of their existence; 2. Chronological history of the delay; 3. Assessment proving that the ground for extension caused the delay in accomplishing the work program; 4. Description of the methodology/technique used to compute the delay and the computation of the actual delay in number of days; 5. Proposed updated work program, budget, and baseline schedule/Gantt chart; and 6. Other relevant information or supporting documents and as as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements) </td></tr> <tr> <td>3. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>This contains the following:</i> 1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; 2. Original copy of the bank certification on the cash balance of the latest unaudited FS; </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application letter from the Permit Holder addressed to the DNG-REC Chair (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	2. Executive report (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>This indicates the following:</i> 1. Grounds for extension and proof of their existence; 2. Chronological history of the delay; 3. Assessment proving that the ground for extension caused the delay in accomplishing the work program; 4. Description of the methodology/technique used to compute the delay and the computation of the actual delay in number of days; 5. Proposed updated work program, budget, and baseline schedule/Gantt chart; and 6. Other relevant information or supporting documents and as as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements)		3. Financial Documents (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>This contains the following:</i> 1. Certified true copy of the audited Financial Statements (FS) for the last two (2) years from the date of the Application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing; 2. Original copy of the bank certification on the cash balance of the latest unaudited FS;	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE														
For Standard Requirement															
1. Application letter from the Permit Holder addressed to the DNG-REC Chair (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client														
2. Executive report (1) Original Copy And (2) Photo Copy And (1) Electronic Copy	Applicant / Client														
<i>Remarks:</i> <i>This indicates the following:</i> 1. Grounds for extension and proof of their existence; 2. Chronological history of the delay; 3. Assessment proving that the ground for extension caused the delay in accomplishing the work program; 4. Description of the methodology/technique used to compute the delay and the computation of the actual delay in number of days; 5. Proposed updated work program, budget, and baseline schedule/Gantt chart; and 6. Other relevant information or supporting documents and as as stipulated in Section 7 Annex A of Department Circular No. DC2025-04-0005 (Documentary Requirements)															
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3. Board resolution appropriating funds for the work program; and

4. If the committed working capital is insufficient, the Applicant may avail any of the following support funding:

a. Additional funding from equity: Certified true copy of the Corporate Secretary's certification of the committed additional paid-in capital supported by original copy of sworn letter of commitment from interested shareholders

b. Funding support from the Parent Company:

- A certified true copy of the audited FS for the last two (2) years from the date of the application and the latest unaudited FS duly signed by the President and/or Chief Finance Officer of the company if the audited FS is more than six (6) months at the time of application filing;
- Original copy of the bank certification on the cash balance of the latest unaudited FS; and
- Certified true copy of notarized board resolution appropriating fund based on its corresponding participating interest

c. Funding support from debt financing: Certified true copy of approved loan facility or agreement specifically earmarked to fund the proposed work program

4. Financial evaluation criteria

The working capital as computed based on the submitted financial documentation and the support funding shall be able to support one hundred percent (100%) of the remaining work program.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Review and assign application to case handler		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application		10 working day/s	• Evaluator; Downstream Natural Gas Technical Working Group



1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application	1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee	1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.7. Finalization of the issuance of Extension of Permit Validity and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
1.9. Review and approval of endorsed application. Release of the approved application to the OIMB - Office of the Director.	2 working day/s, 4 hour/s	- Vice Chairman / Assistant Secretary; Downstream Natural Gas Review and Evaluation Committee - Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee - Administrative Staff; Office of the



				Undersecretary
	1.10. Receive and release of approved application to NGMD		30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.		30 minute/s	- Administrative Staff; Natural Gas Management Division (NGMD) - Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Application for Extension of Permit Validity must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Application for Extension of Permit Validity must be submitted to DOE thirty (30) working days prior to the expiration of the Permit.
4. Original copy of the above documents shall be presented to OIMB for authentication purposes.
5. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or 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.
6. Once application is approved, the applicant will be notified through email.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					



Office Groups and Divisions					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



17. OIMB-NGMD17 Issuance of SPECIAL PERMIT for Downstream Natural Gas Facilities

Department Circular No.: [DC2025-04-0005](#)

This authorizes Own-Use and TPA Permit Holders to enter into TPA and Own-Use arrangements, respectively

Office or Division:	Natural Gas Management Division (NGMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Own-Use and TPA Permit Holders intending to enter into TPA and Own-Use arrangements, respectively			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Republic Act 12120 (Philippine Natural Gas Industry Development Act)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Application letter addressed to the DNG-REC Chair (1) Original Copy And (2) Photo Copy And (1) Electronic Copy			Applicant / Client	
2. Feasibility study showing that the utilization of the PDNGI facility is necessary and the most feasible to address supply of natural gas for Own-Use or TPA, whichever is applicable (1) Original Copy And (2) Photo Copy And (1) Electronic Copy			Applicant / Client	
3. Terms and conditions of offer for TPA and terms and conditions use in case of Own-Use (1) Original Copy And (2) Photo Copy And (1) Electronic Copy			Applicant / Client	
4. Certification issued by the PCC that the proposed Own-Use or TPA will not result in anti-competitive behavior (1) Original Copy And (2) Photo Copy And (1) Electronic Copy			Philippine Competition Commission (PCC) - Issuing Unit	
5. Clearance of no pending administrative penalty issued by the DOE-Office of the Legal Services (1) Original Copy And (2) Photo Copy And (1) Electronic Copy			Department of Energy (DOE) - Legal Services	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete requirements Location: 3F PNOC Building 5, Energy Center, Rizal	1.1. Receive application and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)



Drive, Bonifacio Global City, Taguig City	1.2. Review and assign application to case handler	30 minute/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Review and conduct substantive evaluation based on Legal, Technical, and Financial aspects of application	10 working day/s	Evaluator; Downstream Natural Gas Technical Working Group
	1.4. Consolidate the results of the Legal, Technical and Financial evaluation of the application	1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Prepare presentation material of the initial evaluation for presentation to the Downstream Natural Gas-Review and Evaluation Committee	1 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Presentation and deliberation of initial evaluation in the Downstream Natural Gas -Review and Evaluation Committee meeting	2 hour/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.7. Finalization of the issuance of Special Permit and relevant documentation	2 working day/s	Science Research Specialist; Natural Gas Management Division (NGMD)
	1.8. Review and endorse application for Assistant Secretary's and Undersecretary's approval	3 working day/s	Members; Downstream Natural Gas Review and Evaluation Committee
	1.9. Review and approval of endorsed application. Release of the approved	2 working day/s, 4 hour/s	Vice Chairman / Assistant Secretary; Downstream



	application to the OIMB - Office of the Director.			Natural Gas Review and Evaluation Committee • Chairman/Undersecretary; Downstream Natural Gas Review and Evaluation Committee • Administrative Staff; Office of the Undersecretary
	1.10. Receive and release of approved application to NGMD		30 minute/s	• Administrative Staff; OIMB, Office of the Director
	1.11. Receive approved application for release. Applicant will be notified of the approval of their application.		30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD) • Science Research Specialist; Natural Gas Management Division (NGMD)

General Remarks

1. Submission of legal, technical, and financial documents shall be in English language, and for foreign-registered Applicant must be duly authenticated by the embassy which has operational coverage of the Philippines;
2. Application for Special Permit must be submitted in both hard copies, with three (3) complete and legible sets of legal, technical, and financial documents, and digital copies (in PDF format on a USB drive). The recommended format includes the use of the Times New Roman font in size 12, single-line spacing, figures in A4 size, and maps at an appropriate scale.
3. Original copy of the above documents shall be presented to OIMB for authentication purpose.
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or 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.
5. Once application is approved, the applicant will be notified through email.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend



Office Groups and Divisions					
Downstream Natural Gas Technical Working Group					
Natural Gas Management Division (NGMD)	Conventional Energy Resources Compliance Division (CERCD)	Downstream Conventional Energy Legal Services Division (DCELS)			
Downstream Natural Gas Review and Evaluation Committee					
Office of the Undersecretary	Office of the Assistant Secretary	OIMB, Office of the Director	FS, Office of the Director	LS, Office of the Director	



Natural Gas Management Division (NGMD)

Internal Services



1. OIMB-NGMD18 Request for Downstream Natural Gas Industry Data/Statistics/Information

The interagency cooperation between bureaus, services, division and unit within DOE for downstream natural gas industry data / statistics and information.

Office or Division:	Natural Gas Management Division (NGMD)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Bureaus, services, division, and unit within DOE interested in downstream natural gas industry data / statistics and information.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Memorandum signed by the Head of the Requesting Bureau/Service/Division/Unit indicating the requested information and data (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request with complete attachment (if there is) Location: 3F PNOC Building 5, Energy Center, Rizal Drive. Bonifacio Global City, Taguig City	1.1. Receive request and endorse to Division Chief	None	30 minute/s	• Administrative Staff; Natural Gas Management Division (NGMD)
	1.2. Assign request to processor		30 minute/s	• Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.3. Evaluate and process the request, and prepare a memorandum responding to the request with the necessary supporting attachments		4 working day/s	• Science Research Specialist; Natural Gas Management Division (NGMD)



	1.4. Review and endorse the request to the Division Chief		4 hour/s	Supervising Science Research Specialist; Natural Gas Management Division (NGMD)
	1.5. Review and endorse the request to the Office of the Bureau Director		4 hour/s	Chief Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Review and endorse the request to Director		7 hour/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Approve request and corresponding attached documents		7 hour/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. Release approved request and corresponding attached documents to respective division		30 minute/s	Administrative Staff; OIMB, Office of the Director
	1.9. Forward approved request to the requesting Bureau/Service/Division /Unit		30 minute/s	Administrative Staff; Natural Gas Management Division (NGMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		