



Oil Industry Management Bureau (OIMB)

Internal Services



1. OIMB-OD01 - Request from Bureaus, Services, Division and Unit within DOE for Oil Industry Data / Statistics / Information

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

Office or Division:	Oil Industry Management Bureau (OIMB)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Bureaus, services, division, and unit within DOE interested in oil industry data / statistics and information.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Request Indicating the Interested Information and Data (1) Original Copy And (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Letter of Request Location: 3rd Floor - Oil Industry Management Bureau (OIMB), PNOC Building 5, Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig	1.1. Official Receipt of request	None	1 hour/s	Administrative Aide II; OIMB, Office of the Director
	1.2. Receive request and assign to responsible division		2 hour/s	Administrative Aide II; OIMB, Office of the Director
	1.3. Receive request and assign to responsible section/personnel		2 hour/s	- Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD) - Administrative Aide VI; Oil Industry Standards and Monitoring Division (OISMD)



			• Administrative Aide VI; Retail Market Monitoring and Special Concerns Division (RMMSCD) • Administrative Aide VI; Natural Gas Management Division (NGMD)
	1.4. Process request and prepare letter for the requesting bureau/office	2 working day/s	• Science Research Specialists; Oil Industry Competition and Monitoring Division (OICMD) • Science Research Specialists; Oil Industry Standards and Monitoring Division (OISMD) • Science Research Specialists; Retail Market Monitoring and Special Concerns Division (RMMSCD) • Science Research Specialists; Natural Gas Management Division (NGMD)
	1.5. Review, evaluate and act on the request	1 working day/s	• Supervising Science Research Specialist; Oil Industry Competition and



			- Monitoring Division (OICMD) • Supervising Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD) • Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD) • Supervising Science Research Specialist; Natural Gas Management Division (NGMD)
	1.6. Review, evaluate and act on the request, and endorse to Office of the Bureau Director	1 working day/s	• Division Chief; Oil Industry Competition and Monitoring Division (OICMD) • Division Chief; Oil Industry Standards and Monitoring Division (OISMD) • Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)



			Division Chief; Natural Gas Management Division (NGMD)
	1.7. Review and endorse for Director's approval	1 working day/s	Assistant Director ; OIMB, Office of the Director
	1.8. Review and approve endorsed letter	1 working day/s	Director; OIMB, Office of the Director
	1.9. Notify the requesting bureau/office that the approved letter is ready for release	3 hour/s	- Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD) - Administrative Aide VI; Oil Industry Standards and Monitoring Division (OISMD) - Administrative Aide VI; Retail Market Monitoring and Special Concerns Division (RMMSCD) - Administrative Aide VI; Natural Gas Management Division (NGMD)
Total Processing Time:		Working Days: 7 working day/s	
Total Processing Fee:		Total Standard Fee: None	