



Oil Industry Standards and Monitoring Division (OISMD)

External Services



1. OIMB-OISMD01 Issuance of Acknowledgement of Notice to Denature Imported Bioethanol

Department Circular No. DC 2021-06-0014 or Revised Circular on Accreditation and Submission of Notices and Reports by Refiners, Importers and Own Users of Gasoline and Diesel Pursuant to Biofuels Act.

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use.

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Accredited Downstream Oil Industry Biofuels Participant			
Operating Hours:	7:00 AM - 4:00 PM			
Statute:	Republic Act No. 9367, otherwise known as the "Biofuels Act of 2006" and its corresponding IRR and latest Department Circular Issuances			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Application Form - Annex F (1) Original Copy			Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division	
Remarks: Template of Application Form per DC-2021-06-0014				
2. Acknowledgement of Notice to Import Bioethanol (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application with complete documents Location: Oil Industry Management Bureau - Receiving Unit	1.1. Receive application and forward to respective processor	None	1 hour/s	• Administrative Staff; Oil Industry Standards and Monitoring Division (OISMD)
3F PNOC Building 5, Energy Center Rizal	1.2. Evaluate / process application and prepare		5 hour/s	• Science Research Specialist;



Drive Bonifacio Global City, Taguig City. Notes/Instruction: Make sure that application is stamped with date, time and initial of the receiving personnel.	Acknowledgement Letter		Oil Industry Standards and Monitoring Division (OISMD)
	1.3. Review, evaluate and act on the application	4 hour/s	Supervising Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.4. Review, evaluate, act on the application and endorse to Office of the Bureau	4 hour/s	Chief Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.5. Review and endorse application to Director	4 hour/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Approval of Acknowledgement Letter	4 hour/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Endorse approved acknowledgement letter to OISMD	2 hour/s	Administrative Staff ; OIMB, Office of the Director

General Remarks

1. Clients will be notified via email once the original copies are available for release and pick-up.
2. Once the application has been approved, the Downstream Oil Industry Participant must submit the monthly report as required in Annex MRE-E: Monthly Report on Bioethanol Denaturing Liquidation. This report should be submitted no later than the 20th calendar day of the following month, as part of the client's obligations per DC 2021-06-0014 or the Revised Circular on Accreditation and Submission of Notices and Reports by Refiners, Importers and Own Users of Gasoline and Diesel Pursuant to Biofuels Act.



Total Processing Time:	Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None



2. OIMB-OISMD02 Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Lubes Products

ISO 9001:2015 Certified

Department Circular No. DC 2021-09-0029 or the Guidelines on Notices and Reportorial Requirements Pursuant to the Downstream Oil Industry Deregulation Act.

This Circular shall apply to all REFINERS, IMPORTERS, BULK DISTRIBUTORS, TERMINAL OPERATORS/LESSORS, BUNKER TRADERS, HAULERS and OWN USERS of Crude Oil and Finished Products as well as BLENTERS, MARKETERS, and OWN USERS of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry.

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Entities intending to engage in the lubes business in the downstream oil industry.
Operating Hours:	7:00 AM - 4:00 PM
Statute:	Republic Act No. 8479 "AN ACT DEREGULATING THE DOWNSTREAM OIL INDUSTRY AND FOR OTHER PURPOSES" and its IRR and latest Department Circular Issuances
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Notarized Application Form - Annex C (1) Original Copy	Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division
2. Checklist of Requirements - Annex C-1 (1) Original Copy	Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division
3. Company Profile Form – Annex C-2 (1) Original Copy	Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division
4. Executive briefer of operation (1) Certified True Copy	Applicant / Client
5. Business Registration Any of the following:	
5.A. DTI Registration (1) Certified True Copy	Department of Trade and Industry - Business Name Registration System
---- OR ----	



5.B. SEC Certificate of Registration and Articles of Incorporation (1) Certified True Copy	Securities and Exchange Commission - Company Registration and Monitoring Department / Corporate Filing and Records Division
6. Local Business Permit <i>Any of the following:</i>	
6.A. Business Permit (1) Certified True Copy	Corresponding Local Government Unit - Issuing Unit
---- OR ----	
6.B. Mayor's Permit (1) Certified True Copy	Corresponding Local Government Unit - Office of the Mayor
---- OR ----	
6.C. Peza Certificate for the applied business activity (1) Certified True Copy	Philippine Economic Zone Authority - Main Office / Field Office
7. Certificate of Accreditation as Importer from the Bureau of Customs (1) Certified True Copy	Bureau of Customs - Issuing Unit
8. BIR Registration for the Applied Business Activity (1) Certified True Copy	Bureau of Internal Revenue - Local Revenue District Office
9. Company Secretary's Certificate for Authorized Representative and Signatory (1) Certified True Copy	Applicant / Client
10. Official Receipt or Proof of Payment (1) Photo Copy	Department of Energy - Treasury Division / Cashier

Remarks:

Processing Fee: Php 750.00

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments thru

1. DOE Cashier

2. DOE Trust Fund Deposit;

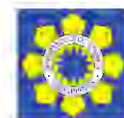
Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City



3. LANDBANK Link.BizPortal (minimal bank transaction fee ranges from ₱7 to ₱30)

Please do not settle your payment without an Order of Payment from our office.

For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department by sending a copy of the Deposit Slip together with the Order of Payment to DOE Collection Monitoring System (coms@doe.gov.ph). After validation, a scanned copy of the Official Receipt will be sent to your end.

For Situational Requirement

A. If the applicant is a representative of the corporation/company

A.1. If the applicant is a representative of the corporation/company

Any of the following:

A.1.A. Secretary's Certificate (bearing the name of the representative)
(1) Certified True Copy

Applicant / Client

--- OR ---

A.1.B. Notarized Authorization Letter
(1) Certified True Copy

Applicant / Client

B. Additional supporting documents if the production plant and storage facility are constructed by the applicant.

B.1. Site, plant and storage facility layout plan with sufficient description and supported by blueprint copy with legend
(1) Certified True Copy

Applicant / Client

B.2. Fire prevention and response manual
(1) Certified True Copy

Applicant / Client

B.3. Lubes onshore (land) spill prevention and response manual
(1) Certified True Copy

Applicant / Client

B.4. Lubes offshore (water) spill prevention and response manual
(1) Certified True Copy

Applicant / Client

B.5. Occupancy Permit for the production plant and storage facility from the City or Municipality
(1) Certified True Copy

Local Government Unit - Issuing Unit

B.6. Fire Safety Inspection Certificate for the production plant and storage facility from the Bureau of Fire Protection
(1) Certified True Copy

Bureau of Fire - Issuing Unit

B.7. Environmental Compliance Certificate of the site, office building, storage and blending facility
(1) Certified True Copy

Department of Environment and Natural Resources - Environmental Management Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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1. Provide copy of Official Receipt Location: Oil Industry Management Bureau 3F PNOC Building 5, Energy Center Rizal Drive Bonifacio Global City, Taguig City. Notes/Instruction: <i>Make sure that application is stamped with date, time and initial of the receiving personnel.</i>	1.1. Receive copy of Official Receipt and forwarding of application to respective processor	None	7 hour/s	• Administrative Staff; Oil Industry Standards and Monitoring Division (OISMD)
	1.2. Evaluate / process application and prepare memorandum of endorsement, evaluation/validation, lube business engagement acknowledgement letter and transmittal letter to client		2 working day/s	• Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.3. Review, evaluate and act on the application		1 working day/s	• Supervising Science Research ; Oil Industry Standards and Monitoring Division (OISMD)
	1.4. Review, evaluate, act on the application and endorse to Office of the Bureau Director		1 working day/s	• Chief Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.5. Review and endorse application to Director		1 working day/s	• Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Approval of memorandum of endorsement, evaluation/validation, lube business engagement acknowledgement letter and transmittal letter to client		1 working day/s	• Director; Oil Industry Management Bureau (OIMB)



	1.7. Endorse approved memorandum of endorsement, evaluation/validation, lubes business engagement acknowledgement letter and transmittal letter to client to OISMD		1 hour/s	Administrative Staff; OIMB, Office of the Director
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General Remarks

1. Please keep your proof of payment or official receipt after payment, as it is required for submission to the Oil Industry Standards and Monitoring Division (OISMD).
2. Clients will be notified via email once the original copies are available for release and pick-up.
3. Once the application has been approved, the Downstream Oil Industry Participant must submit the monthly report using Annex MR-K SUMM-BOLP: Monthly Report on Base Oils and Lubricating Products Supply and Demand Summary. This report should be submitted no later than the 20th calendar day of the following month, as part of the client's obligations per DC 2021-09-0029 or the Guidelines on Notices and Reportorial Requirements Pursuant to the Downstream Oil Industry Deregulation Act.

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

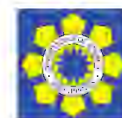


3. OIMB-OISMD03 Issuance of Acknowledgement for the Notice to Import for Sale or Own Use - Lubes Products

Department Circular No. DC 2021-09-0029 or the Guidelines on Notices and Reportorial Requirements Pursuant to the Downstream Oil Industry Deregulation Act.

This Circular shall apply to all REFINERS, IMPORTERS, BULK DISTRIBUTORS, TERMINAL OPERATORS/LESSORS, BUNKER TRADERS, HAULERS and OWN USERS of Crude Oil and Finished Products as well as BLENTERS, MARKETERS, and OWN USERS of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)														
Classification:	Complex														
Type of Transaction:	G2B (Government to Business)														
Who may avail:	Entities intending to import petroleum products specifically lube, grease and other petroleum products.														
Operating Hours:	7:00 AM - 4:00 PM														
Statute:	Republic Act No. 8479 "AN ACT DEREGULATING THE DOWNSTREAM OIL INDUSTRY AND FOR OTHER PURPOSES" and its IRR and latest Department Circular Issuances														
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Annex F - Notice to Import for Sale or Own Use – Lube Products (1) Original Copy</td><td>Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division</td></tr> <tr> <td>2. Proforma Invoice or Commercial Invoice (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Product brochure/ bulletin (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Material Safety Data Sheet (MSDS) (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>5. Official Receipt or Proof of Payment (1) Photo Copy</td><td>Department of Energy - Treasury Division / Cashier</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Annex F - Notice to Import for Sale or Own Use – Lube Products (1) Original Copy	Department of Energy - Oil Industry Management Bureau / Oil Industry Standards and Monitoring Division	2. Proforma Invoice or Commercial Invoice (1) Photo Copy	Applicant / Client	3. Product brochure/ bulletin (1) Photo Copy	Applicant / Client	4. Material Safety Data Sheet (MSDS) (1) Photo Copy	Applicant / Client	5. Official Receipt or Proof of Payment (1) Photo Copy	Department of Energy - Treasury Division / Cashier
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE														
For Standard Requirement															
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2. Proforma Invoice or Commercial Invoice (1) Photo Copy	Applicant / Client														
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4. Material Safety Data Sheet (MSDS) (1) Photo Copy	Applicant / Client														
5. Official Receipt or Proof of Payment (1) Photo Copy	Department of Energy - Treasury Division / Cashier														
<i>Remarks:</i> Processing Fee: Php 575.00 <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments thru</i> 1. DOE Cashier 2. DOE Trust Fund Deposit;															



Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

3. LANDBANK Link.BizPortal (minimal bank transaction fee ranges from ₱7 to ₱30)

Please do not settle your payment without an Order of Payment from our office.

For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department by sending a copy of the Deposit Slip together with the Order of Payment to DOE Collection Monitoring System (coms@doe.gov.ph). After validation, a scanned copy of the Official Receipt will be sent to your end.

For Situational Requirement

A. If the applicant is a representative of the corporation/company

A.1. If the applicant is a representative of the corporation/company
Any of the following:

A.1.A. Secretary's Certificate
(1) Photo Copy

Applicant / Client

---- OR ----

A.1.B. Notarized Authorization Letter
(1) Photo Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Provide copy of Official Receipt Location: Oil Industry Management Bureau 3F PNOC Building 5, Energy Center Rizal Drive Bonifacio Global City, Taguig City. Notes/Instruction: Make sure that application is stamped with date, time and	1.1. Receive copy Official Receipt and forward application to respective processor	None	7 hour/s	Administrative Staff; Oil Industry Standards and Monitoring Division (OISMD)
	1.2. Evaluate / process application and prepare Lubes Importation Acknowledgement Letter		2 working day/s	Science Research Specialist; Oil Industry Standards and Monitoring



initial of the receiving personnel.			Division (OISMD)
	1.3. Review, evaluate and act on the application	1 working day/s	Supervising Science Research ; Oil Industry Standards and Monitoring Division (OISMD)
	1.4. Review, evaluate, act on the application and endorse to Office of the Bureau Director	1 working day/s	Chief Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.5. Review and endorse application to Director	1 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Approval of Lubes Importation Acknowledgement Letter	1 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Endorse approved Lubes Importation Acknowledgement Letter to OISMD	1 hour/s	Administrative Staff; OIMB, Office of the Director

General Remarks

1. Please keep your proof of payment or official receipt after payment, as it is required for submission to the Oil Industry Standards and Monitoring Division (OISMD).
2. Clients will be notified via email once the original copies are available for release and pick-up.
3. Once the application has been approved, the Downstream Oil Industry Participant must submit the monthly report using Annex MR-K SUMM-BOLP: Monthly Report on Base Oils and Lubricating Products Supply and Demand Summary. This report should be submitted no later than the 20th calendar day of the following month, as part of the client's obligations per DC 2021-09-0029 or the Guidelines on Notices and Reportorial Requirements Pursuant to the Downstream Oil Industry Deregulation Act.

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



4. OIMB-OISMD04 Issuance of Certificate of Fuel Additive Registration

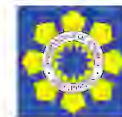
Department Circular No. DC 2007-02-0001 entitled " Guidelines Implementing the Registration of Fuel Additives under Republic Act Nos. 8479 & 8749 and DC2020-03-0007 also known as Amending Certain Sections of Department Circular No. 2007-02-0001 entitled " Guidelines Implementing the Registration of Fuel Additives under Republic Act Nos. 8479 & 8749"

These Guidelines shall apply to the registration of fuel additives prior to its manufacture, importation, trade/market and use. Registration shall only cover the additive directly added to fuels such as gasoline, diesel, LPG, bunker emulsified bunker and other related products for internal and external combustion engines. Marker dyes, colorant and two-stroke (2T) lubricating oils directly mixed into the fuel shall be considered additive and are covered in this registration requirement.

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)																
Classification:	Highly Technical																
Type of Transaction:	G2B (Government to Business)																
Who may avail:	Unless otherwise disqualified by law, persons or entities who manufacture, process, repack, re-brand, market and use fuel additives shall register the Additive with this Bureau																
Operating Hours:	7:00 AM - 4:00 PM																
Statute:	Republic Act No. 8479 "AN ACT DEREGULATING THE DOWNSTREAM OIL INDUSTRY AND FOR OTHER PURPOSES" and REPUBLIC ACT No. 8749 "AN ACT PROVIDING FOR A COMPREHENSIVE AIR POLLUTION CONTROL POLICY AND FOR OTHER PURPOSES" and their corresponding IRRs and latest Department Circular Issuances																
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For Standard Requirement																	
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3. Business Registration Any of the following:																	
3.A. DTI Registration (1) Certified True Copy	Department of Trade and Industry - Business Name Registration System																
---- OR ----																	
3.B. SEC Registration (1) Certified True Copy	Securities and Exchange Commission - Company Registration and Monitoring																



		Department / Corporate Filing and Records Division
4. Local Business Permit <i>Any of the following:</i>		
4.A. Business Permit (1) Certified True Copy	Corresponding Local Government Unit - Issuing Unit	
---- OR ----		
4.B. Mayor's Permit (1) Original Copy	Corresponding Local Government Unit - Office of the Mayor	
5. Pre-Manufacturing & Pre-Importation Notice (PMPIN) Compliance Certificate (1) Certified True Copy	Department of Environment and Natural Resources - Environmental Management Bureau	
6. Safety Data Sheet (1) Certified True Copy	Applicant / Client	
7. Technical information / Product Brochure (including complete product identity, description of analytical techniques used to detect and measure the additives in the fuel, recommended range of concentration or dosage and purpose on the use of additive) (1) Certified True Copy	Applicant / Client	
8. Documentary proof or evidence to support claims / purpose / benefits of the additive (e.g. comparison test on engine performance laboratory tests, PNS test if applicable etc.) and that it does not contribute to harmful emissions (e.g. comparison test on emission test) (1) Certified True Copy	Applicant / Client	
9. Official Receipt (1) Photo Copy	Department of Energy - Treasury Division / Cashier	
<i>Remarks:</i> Processing Fee: Php 1,400.00 <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments thru</i> 1. DOE Cashier 2. DOE Trust Fund Deposit; <i>Account Name : DOE Trust Fund</i> <i>Account Number : 3982-1098-59</i> <i>Bank Address : Land Bank of the Philippines- Energy Center Branch</i> <i>Swift Code : TLBPPHMM</i> <i>Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City</i>		



3. LANDBANK Link.BizPortal (minimal bank transaction fee ranges from ₱7 to ₱30)

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For Situational Requirement

A. If the applicant is a representative of the corporation/company

A.1. If the applicant is a representative of the corporation/company
Any of the following:

A.1.A. Secretary's Certificate
(1) Original Copy

Applicant / Client

---- OR ----

A.1.B. Notarized Authorization Letter
(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Provide copy of Official Receipt Location: Oil Industry Management Bureau 3F PNOB Building 5, Energy Center Rizal Drive Bonifacio Global City, Taguig City. Notes/Instruction: <i>Make sure that application is stamped with date, time and initial of the receiving personnel.</i>	1.1. Receive copy of Official Receipt and forwarding of application to respective processor	None	7 hour/s	Administrative Staff; Oil Industry Standards and Monitoring Division (OISMD)
	1.2. Evaluate / process application and prepare Memorandum of Approval and Letter of Registration		2 working day/s	Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.3. Review, evaluate and act on the application		1 working day/s	Supervising Science Research ; Oil Industry Standards and Monitoring Division (OISMD)



	1.4. Review, evaluate, act on the application and endorse to Office of the Bureau		1 working day/s	▪ Chief Science Research Specialist; Oil Industry Standards and Monitoring Division (OISMD)
	1.5. Review and endorse application to Director		1 working day/s, 4 hour/s	▪ Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Approval of CFAR and letter of registration		1 working day/s, 4 hour/s	▪ Director; Oil Industry Management Bureau (OIMB)
	1.7. Endorse approved CFAR and letter of registration to OISMD		1 hour/s	▪ Administrative Staff; OIMB, Office of the Director

General Remarks

1. Please keep your proof of payment or official receipt after payment, as it is required for submission to the Oil Industry Standards and Monitoring Division (OISMD).
2. Clients will be notified via email once the original copies are available for release and pick-up.
3. Once the application has been approved, the client must submit the quarterly report using Annex 2 – OIMB Schedule VII A Template. This report should be submitted no later than the end of the month following the reporting period, as part of the client's obligations per DC 2007-02-0001 or the Guidelines Implementing the Registration of Fuel Additives under Republic Act Nos. 8479 & 8749.

Total Processing Time:	Working Days: 8 working day/s
Total Processing Fee:	Total Standard Fee: None