



Biomass Energy Management Division (BEMD)

Internal Services



1. REMB-BEMD01 Procedure for Application for Accreditation for the Construction of a Biofuel Producer / Manufacturer Facility

An Applicant shall secure a Certificate of Accreditation from the Department of Energy (DOE) to proceed with the construction of the facilities pursuant to Chapter III Section 2 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Biomass Energy Management Division (BEMD)														
Classification:	Highly Technical														
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)														
Who may avail:	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities														
Operating Hours:	7:00 AM - 4:00 PM														
Statute:	Republic Act No. 9367														
<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. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>2. Letter of Intent to supply a volume of biofuel (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Feasibility study demonstrating the technical, economic, and ecological viability of biofuel production and Construction/Work Plan (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Completion of DOE's on-site validation/inspection of the project/facility. (Inspection and Evaluation Report) (1) Original Copy Or (1) Electronic Copy</td><td>Department of Energy - Renewable Energy Management Bureau - Biomass Energy Management Division</td></tr> <tr> <td colspan="2"> Remarks: <i>DOE-REMB-BEMD will conduct on-site validation/inspection of the project/facility.</i> </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy	Applicant / Client	2. Letter of Intent to supply a volume of biofuel (1) Original Copy Or (1) Electronic Copy	Applicant / Client	3. Feasibility study demonstrating the technical, economic, and ecological viability of biofuel production and Construction/Work Plan (1) Original Copy Or (1) Electronic Copy	Applicant / Client	4. Completion of DOE's on-site validation/inspection of the project/facility. (Inspection and Evaluation Report) (1) Original Copy Or (1) Electronic Copy	Department of Energy - Renewable Energy Management Bureau - Biomass Energy Management Division	Remarks: <i>DOE-REMB-BEMD will conduct on-site validation/inspection of the project/facility.</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE														
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2. Letter of Intent to supply a volume of biofuel (1) Original Copy Or (1) Electronic Copy	Applicant / Client														
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4. Completion of DOE's on-site validation/inspection of the project/facility. (Inspection and Evaluation Report) (1) Original Copy Or (1) Electronic Copy	Department of Energy - Renewable Energy Management Bureau - Biomass Energy Management Division														
Remarks: <i>DOE-REMB-BEMD will conduct on-site validation/inspection of the project/facility.</i>															



5. Certified true copy of Registration with the Securities and Exchange Commission (SEC), Philippine Economic Zone Authority (PEZA), Cooperative Development Authority (CDA) and/or the DTI, as applicable (1) Original Copy Or (1) Electronic Copy		Securities and Exchange Commission, Philippine Economic Zone Authority, Cooperative Development Authority and/or the Department of Trade and Industry - Concerned Division		
6. Certification Precondition from National Commission on Indigenous People (NCIP) for ancestral domains/lands, as applicable (1) Original Copy Or (1) Electronic Copy		National Commission on Indigenous People (NCIP) Regional Office - Concerned Division		
7. Developer's Profile (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
8. Department of Agriculture (DA) Certification as specified in Chapter II of JAO 2008-1, Series of 2008, as applicable (1) Original Copy Or (1) Electronic Copy		Department of Agriculture (DA) - Concerned Division		
9. Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable (1) Original Copy Or (1) Electronic Copy		SRA for bioethanol production - PCA for biodiesel production - Concerned Division		
10. Special Forest Land-Use Agreement from Department of Environment and Natural (1) Original Copy Or (1) Electronic Copy		Department of Environment and Natural Resources (DENR) - Concerned Division		
11. Environmental Compliance Certificate (ECC) from DENR (1) Original Copy Or (1) Electronic Copy		DENR – Energy Management Bureau (EMB) Regional Office - Concerned Division		
12. Local Government Unit (LGU) Clearance and Locational Clearance (1) Original Copy Or (1) Electronic Copy		Concerned LGU - Concerned Division		
13. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
14. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For For Applications Determined Qualified 1.A.Applicant submits the complete set of requirements for the application thru DOE-	1.A.1. BEMD checks the completeness and consistency of the submission	Standard Fees Breakdown: Application Fee: PHP 11200	3 working day/s	Science Research Specialist (SRS) ; Biomass Energy Manageme



Records Management Division (RMD) or REMB Email		Total: PHP 11200		nt Division (BEMD)
Location: DOE - Records Management Division or REMB Email Notes/Instruction: <i>For Client Step 1.A.2:</i> <i>If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned.</i>	1.A.2. BEMD will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. BEMD shall then issue Order of Payment to the Applicant thru Email.		1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Chief; Accounting Division (AD)
<i>For Client Step 1.A.6:</i> <i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i>	1.A.3. Once has been made, BEMD validates the proof of payment and BEMD notifies the Applicant that and payment has been validated.		1 working day/s	- Science Research Specialist (SRS) ; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
<i>For Client Step 1.A.9:</i> <i>RE Developer submits the monitoring form and certificate of completion of activity</i> <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.18:</i>	1.A.4. BEMD and LS conducts simultaneous Technical and Legalevaluations		5 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Science Research



• Applicant submits the duly signed and notarized Annex A <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>			Specialist; Legal Services (LS)
	1.A.5. BEMD consolidates the evaluation results. If technically and legally qualified, BEMD informs Applicant to set the schedule of conduct for onsite validation/inspection.	1 calendar day/s	• Chief; Legal Services (LS) • Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Legal Services (LS)
	1.A.6. BEMD confirms schedule of conduct for on-site validation/inspection.	1 working day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.7. BEMD confirms schedule of conduct for on-site validation/inspection.	1 working day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy



			Managem nt Division (BEMD)
	1.A.8. BEMD conducts on-site validation/inspection	1 calendar day/s	• Science Research Specialist ; Biomass Energy Managem nt Division (BEMD) • Chief; Biomass Energy Managem nt Division (BEMD) • Director; Renewable Energy Managem nt Bureau (REMB)
	1.A.9. BEMD prepares Site Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant, for approval of the REMB Director.	2 calendar day/s	• Science Research Specialist; Biomass Energy Managem nt Division (BEMD) • Chief; Biomass Energy Managem nt Division (BEMD) • Director; Renewable Energy Managem nt Bureau (REMB)
	1.A.10. REMB Director acts on the Site Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of	2 calendar day/s	• Science Research Specialist; Biomass Energy Managem nt Division (BEMD)



	the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to LS.		• Chief ; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.A.11. LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Assistant Secretary.	2 calendar day/s	• Science Research Specialist; Legal Services (LS) • Chief; Legal Services (LS) • Director; Legal Services (LS)
	1.A.12. Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Undersecretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Assistant Secretary; Office of the



			Assistant Secretary
	1.A.13. Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Secretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief ; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Undersecretary; Office of the Undersecretary
	1.A.14. Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD notifies the Applicant of the Approved Certificate of Accreditation (COA) (for Construction).	7 calendar day/s	• Science Research Specialist ; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Secretary; Office of the Secretary



	1.A.15. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.16. BEMD acts on the submitted document within one (1) working day.	1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.17. If acceptable, BEMD notifies the Applicant on the release of the approved Certificate of Accreditation (COA) (for Construction).	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.18. BEMD acts on the submitted rectified document within one (1) working day. If acceptable, BEMD notifies the Applicant on the release of the approved Certificate	1 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)



	of Accreditation (COA) (for Construction). Applicant picks-up the signed Certificate of Accreditation (COA) (for Construction).			Chief; Biomass Energy Management Division (BEMD)
*For Applications Determined Not Qualified 1.B.Applicant resubmits the updated documentary requirements Location: DOE - Records Management Division or REMB Email Notes/Instruction: <i>For Client Step 1.B.1:</i> <i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i> <i>For Client Step 1.B.3:</i> <i>If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.B.4:</i> <i>If failure to rectify within</i>	1.B.1. BEMD checks the completeness and consistency of the resubmission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 11200 Total: PHP 11200	3 working day/s	Science Research Specialist ; Biomass Energy Management Division (BEMD)
	1.B.2. If the resubmission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days. If the resubmission is incomplete, BEMD notifies the Applicant thru email on the cancellation of application due to incomplete submission.		5 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. BEMD shall then issue Order of Payment to the Applicant thru Email. If payment is not valid, BEMD notifies the Applicant to rectify the payment within two (2) working days.		1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)



<i>two (2) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.B.5:</i> <i>If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i>	1.B.4. If payment is rectified, BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the Applicant that the payment has been validated. If payment is not valid, BEMD notifies the Applicant of the disqualification (End of Process).	1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
<i>For Client Step 1.B.7:</i> <i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i>	1.B.5. Applicant rectifies the submission BEMD and/or LS re-evaluates the Applicant's rectified submission.	3 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB) - Science Research Specialist; Legal Services (LS) - Chief; Legal Services (LS) - Director; Legal Services (LS)
<i>For Client Step 1.B.9:</i> <i>RE Developer submits the monitoring form and certificate of completion of activity</i> <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i>			
<i>For Client Step 1.A.17:</i>	1.B.6. BEMD consolidates the re-evaluation results. If qualified, BEMD	1 calendar day/s	Science Research Specialist;



• Applicant submits the duly signed and notarized Annex A <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Agency Action 1.B.2:</i> <i>If the resubmission is incomplete, BEMD notifies the Applicant thru email on the cancellation of application due to incomplete submission.</i> <i>**In the case that the application is not approved, a disqualification letter will be issued.</i>	informs Applicant to set the schedule of conduct for onsite validation/inspection. If not technically and legally qualified with the re-evaluation, BEMD notifies the Applicant on the disqualification (End of Process).		
	1.B.7. Applicant sets and coordinates with BEMD for the onsite validation / inspection. BEMD confirms schedule of conduct for on-site validation/inspection.	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.8. BEMD conducts on-site validation/inspection	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.9. RE Developer submits the monitoring form and certificate of completion of activity. BEMD prepares Site Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (for Construction) of	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management



	the Applicant, for approval of the REMB Director.		nt Division (BEMD)
	1.B.10. REMB Director acts on the Site Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to LS.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.11. LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Assistant Secretary.	2 calendar day/s	• Science Research Specialist; Legal Services (LS) • Chief; Legal Services (LS) • Director; Legal Services (LS)
	1.B.12. Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Manage



	Certificate of Accreditation (COA) (for Construction) of the Applicant to the Undersecretary.		nt Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Assistant Secretary; Office of the Assistant Secretary
	1.B.13. Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) for Construction) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Secretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Undersecretary; Office of the Undersecretary
	1.B.14. Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant. If approved, BEMD notifies the Applicant of the Approved Certificate of	7 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management



	Accreditation (COA) (for Construction).		nt Division (BEMD) • Director; Renewable Energy Managem nt Bureau (REMB) • Secretary; Office of the Secretary
	1.B.15. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	• Chief; Biomass Energy Managem nt Division (BEMD)
	1.B.16. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted document within one (1) working day. If not acceptable BEMD notifies the Applicant of the incomplete submission.	1 calendar day/s	• Science Research Specialist; Biomass Energy Managem nt Division (BEMD) • Chief; Biomass Energy Managem nt Division (BEMD)
	1.B.17. Applicant submits the rectified Annex A. BEMD acts on the submitted rectified document within one (1) working day.	1 working day/s	• Science Research Specialist; Biomass Energy Managem nt Division (BEMD) • Chief ; Biomass Energy Managem nt Division (BEMD)
	1.B.18. If acceptable, BEMD notifies the Applicant on the release of the approved Certificate	1 working day/s	• Science Research Specialist; Biomass Energy



	of Accreditation (COA) (for Construction). If not acceptable, BEMD notifies the Applicant on the disqualification (End of Process). Applicant picks-up the signed Certificate of Accreditation (COA) (for Construction).			Managem nt Division (BEMD) • Chief; Biomass Energy Managem nt Division (BEMD)
Total Processing Time:				
*For For Applications Determined Qualified		Calendar Days: 26 calendar day/s Working Days: 9 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 30 calendar day/s Working Days: 7 working day/s		
Total Processing Fee:				
*For For Applications Determined Qualified		Total Standard Fee: PHP 11200		
*For Applications Determined Not Qualified		Total Standard Fee: PHP 11200		



Biomass Energy Management Division (BEMD)

External Services



1. REMB-BEMD02 Procedure for Application for Accreditation for the Commercial Operations of a Biofuel Producer / Manufacturer Facility

An Applicant shall secure a Certificate of Accreditation from the Department of Energy (DOE) prior to commercial operations as per Chapter III Section 3 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	Republic Act No. 9367	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy		Applicant / Client
2. Letter of Intent (1) Original Copy Or (1) Electronic Copy		Applicant / Client
3. Rated production capacity in million liters per year (1) Original Copy Or (1) Electronic Copy		Applicant / Client
4. Completion of DOE's on-site validation/inspection of the facilities and sample-taking of the biofuels produced. (Inspection / Evaluation Report and Laboratory Result) (1) Original Copy Or (1) Electronic Copy		Department of Energy - - Renewable Energy Management Bureau - Biomass Energy Management Division
<i>Remarks:</i> <i>BEMD conducts onsite validation/ inspection and biofuel product sampling.</i>		
5. Product compliance with the Philippine National Standards (PNS) (1) Original Copy Or (1) Electronic Copy		DOE-Energy Research and Testing Laboratory Services - DOE-Energy Research and Testing Laboratory Services
6. Program of Quality Management System (QMS) (1) Original Copy Or (1) Electronic Copy		Applicant / Client



7. Distribution networks and authorized distributors, if any (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
8. Updated local government licenses and permits - Business Permit - Sugar Regulatory Administration (SRA) / Philippine Coconut Authority (PCA) Registration, as applicable - Environmental Compliance Certificate (1) Original Copy Or (1) Electronic Copy			Concerned LGU - SRA for bioethanol production - PCA for biodiesel production - Department of Environment and Natural Resources (DENR) - Concerned Division	
9. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
10. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For For Applications Determined Qualified 1.A. Applicant submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email Location: DOE - Records Management Division or REMB Email Notes/Instruction: <i>For Client Step 1.A.4:</i> If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned. <i>For Client Step 1.A.5:</i>	1.A.1. BEMD checks the completeness and consistency of the submission	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.A.2. BEMD will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. BEMD shall then issue Order of Payment to the Applicant thru Email.		1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Chief; Accounting Division (AD)
	1.A.3. Once has been made, BEMD validates the proof of payment and BEMD notifies the Applicant		1 working day/s	Science Research Specialist; Biomass Energy



<i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.7:</i> <i>RE Developer submits the monitoring form and certificate of completion of activity</i> <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.17:</i> <i>Applicant submits the duly signed and notarized Annex A</i> <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	that and payment has been validated.		Management Division (BEMD)
	1.A.4. LS conducts Legal evaluation	3 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Science Research Specialist; Legal Services (LS) - Chief; Legal Services (LS)
	1.A.5. If qualified, BEMD informs the Applicant to set the schedule of conduct of on-site validation/inspection and biofuel product sampling.	1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.6. Applicant sets and coordinates with BEMD for the onsite validation/inspection	1 calendar day/s	Science Research Specialist; Biomass



	and biofuel product sampling. BEMD confirms schedule of conduct for on-site validation/ inspection and biofuel product sampling.		Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.7. BEMD conducts onsite validation/ inspection and biofuel product sampling.	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.8. Applicant submits the biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. If biofuel product sample is submitted, BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.9. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	• Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.10. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the	1 calendar day/s	• Science Research Specialist; Biomass Energy



	results of laboratory analysis.		Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.11. If compliant with the PNS, BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant, for approval of the REMB Director.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.12. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to LS.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)



	1.A.13. LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to the Assistant Secretary.	2 calendar day/s	• Science Research Specialist; Legal Services (LS) • Chief; Legal Services (LS) • Director; Legal Services (LS)
	1.A.14. Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to the Undersecretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Assistant Secretary ; Office of the Assistant Secretary
	1.A.15. Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD)



	Operations) of the Applicant. If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to the Secretary.		• Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Undersecretary ; Office of the Undersecretary
	1.A.16. Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant. If approved, BEMD notifies the Applicant of the approved Certificate of Accreditation (COA) (for Commercial Operations).	7 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Secretary; Office of the Secretary
	1.A.17. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass



				Energy Management Division (BEMD)
	1.A.18. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted document within one (1) working day.		1 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.A.19. If acceptable, BEMD notifies the Applicant on the release of the approved Certificate of Accreditation (COA) (for Commercial Operations).		1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.20. BEMD acts on the submitted document within one (1) working day. If acceptable, BEMD notifies the Applicant on the release of the approved Certificate of Accreditation (COA) (for Commercial Operations). Applicant picks-up the signed Certificate of Accreditation (COA) (for Commercial Operations).		1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
*For Applications Determined Not Qualified 1.B.Applicant resubmits the updated documentary requirements	1.B.1. BEMD checks the completeness and consistency of the resubmission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200	3 working day/s	Science Research Specialist; Biomass Energy Management



Location: DOE - Records Management Division or REMB Email Notes/Instruction: <i>For Client Step 1.B.1-2:</i> <i>If the re-submission is incomplete, BEMD thru EVOSS notifies the RE Developer thru email on the cancellation of application due to incomplete submission.</i> <i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i> <i>For Client Step 1.B.3-4:</i> <i>If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.</i>		Total: PHP 9200		nt Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents		3 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 calendar day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		5 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.B.5. RE Developer pays thru the DOE Cashier or other modes of payment within five (5) working days. BEMD validates the proof of payment within one (1) working day. BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).		1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)



<i>If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.</i> <i>If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned.</i> <i>If payment is not valid, BEMD notifies the RE Developers of the disqualification (End of Process).</i> <i>For Client Step 1.B.7:</i> <i>If not qualified, BEMD notifies the RE Developer of the disqualification (End of Process).</i> <i>If failure to rectify within ten (10) working days, the Applicant will receive notification of</i>			Chief; Treasury Division (TD)
	1.B.6. LS conducts legal evaluation	3 calendar day/s	- Chief; Legal Services (LS) - Director; Legal Services (LS)
	1.B.7. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation / inspection of the facility and biofuel virtual biofuel product sampling.	3 calendar day/s	- Chief; Legal Services (LS) - Director; Legal Services (LS)
	1.B.8. RE Developer sets and coordinates with Concerned REMB Division for the on-site validation/inspection and biofuel product sampling. BEMD confirms schedule of conduct for on-site validation/ inspection and biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.9. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management



<i>deemed abandoned.</i>			nt Division (BEMD)
<i>For Client Step 1.B.8:</i> <i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.B.10:</i> <i>RE Developer submits the monitoring form and certificate of completion of activity</i>	1.B.10. RE Developer submits biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Director; Biomass Energy Management Division (BEMD)
<i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i>	1.B.11. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	Director; Energy Research and Testing Laboratory Services (ERTLS)
<i>For Client Step 1.B.20:</i> <i>Applicant submits the duly signed and notarized Annex A</i> <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	1.B.12. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis. If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB)



**In the case that the application is not approved, a disqualification letter will be issued.	1.B.13. BEMD prepares Validation Report and Recommendation of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.14. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer to LS.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.15. LS acts on the Recommended Issuance of Amendment of Accreditation (COA) (for Commercial Operations) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer to the Assistant Secretary.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Chief; Legal Services (LS) • Director; Legal Services (LS)



	1.B.16. Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Accreditation (COA) (for Commercial Operations) of the RE Developer to the Undersecretary.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Assistant Secretary ; Office of the Assistant Secretary
	1.B.17. Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer to the Secretary.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Undersecretary; Office of the Undersecretary
	1.B.18. Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the RE Developer. BEMD notifies the RE Developer of the approved Certificate of Accreditation (COA) (for	7 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Secretary; Office of the Secretary



	Commercial Operations).		
	1.B.19. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.20. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted document within one (1) working day.	1 working day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.21. BEMD notifies the RE Developer on the release of the Approved Certificate of Accreditation (COA) (for Commercial Operations). If not acceptable BEMD notifies the RE Developer of the incomplete submission.	1 working day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.22. RE Developer submits the rectified Annex A. BEMD acts on the submitted rectified document within one (1) working day.	1 working day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.23. BEMD notifies the RE Developer on the release of the Approved Certificate of Accreditation (COA) (for Commercial Operations). RE Developer picks-up the signed Certificate of Accreditation (COA) (for Commercial Operations). If not acceptable, BEMD	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)



	notifies the RE Developer on the disqualification (End of Process).			
Total Processing Time:				
*For For Applications Determined Qualified		Calendar Days: 26 calendar day/s Working Days: 20 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 35 calendar day/s Working Days: 26 working day/s		
Total Processing Fee:				
*For For Applications Determined Qualified		Total Standard Fee: PHP 9200		
*For Applications Determined Not Qualified		Total Standard Fee: PHP 9200		



2. REMB-BEMD03 Procedure for Renewal of Accreditation of a Biofuel Producer/ Manufacturer

The Certificate of Accreditation may be renewed every five (5) years pursuant to Chapter III Section 3.1 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	Republic Act No. 9367	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy	Applicant / Client	
2. Letter of Intent to renew the Certificate of Accreditation (1) Original Copy Or (1) Electronic Copy	Applicant / Client	
3. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced (e.g. Inspection / Evaluation Report sample-taking of the biofuels produced) (1) Original Copy Or (1) Electronic Copy	Department of Energy - REMB-BEMD	
4. Proof of compliance with the Philippine National Standards (PNS) (1) Original Copy Or (1) Electronic Copy	Department of Energy - Energy Research and Testing Laboratory Services	
5. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year (1) Original Copy Or (1) Electronic Copy	Bureau of Internal Revenue (BIR) - Concerned Revenue District Office	
6. Updated distribution networks and authorized distributors, if any (1) Original Copy Or (1) Electronic Copy	Applicant / Client	
7. Updated local government licenses and permits - Business Permit - Sugar Regulatory Administration (SRA) or Philippine	- Concerned LGU - SRA for bioethanol production - PCA	



Coconut Authority (PCA) Registration, as applicable (1) Original Copy Or (1) Electronic Copy			for biodiesel production - Concerned Division	
8. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
9. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email Location: Department of Energy - RMD or REMB Notes/Instruction: <i>For Client Step 1.A.4:</i> - If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned. <i>For Client Step 1.A.5:</i> - If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.	1.A.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Records Management Division (RMD)
	1.A.2. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.3. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Treasury



<i>For Client Step 1.A.7:</i> • <i>RE Developer submits the monitoring form and certificate of completion of activity</i> <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.17:</i> • <i>Applicant submits the duly signed and notarized Annex A</i> <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i> <i>**In the case that the application is not approved, a disqualification letter will be issued.</i>	1.A.4. BEMD notifies the Applicant that the payment has been validated (Start of Day 1). Legal Services (LS) conducts Legal evaluation.	3 calendar day/s	Division (TD)	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
	1.A.5. RE Developer sets and coordinates with BEMD for the on-site validation/inspection and biofuel product sampling. BEMD confirms schedule of conduct for on-site validation/ inspection and biofuel product sampling.	1 calendar day/s		• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.6. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s		• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)



	1.A.7. RE Developer submits biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.8. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	• Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.9. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis.	1 calendar day/s	• Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.10. BEMD evaluates the results of laboratory analysis. BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management



			nt Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
1.A.11. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to LS.	2 calendar day/s		• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
1.A.12. LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Assistant Secretary.	2 calendar day/s		• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Director; Legal Services (LS)



			• Chief; Renewable Energy Legal Services Division (RELSD)
	1.A.13. Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Undersecretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Assistant Secretary ; Office of the Assistant Secretary
	1.A.14. Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Secretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management



		nt Bureau (REMB)
		• Undersecretary; Office of the Undersecretary
1.A.15. Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD notifies the RE Developer of the approved Certificate of Accreditation (COA) (Renewal).	7 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Secretary; Office of the Secretary
1.A.16. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
1.A.17. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted	1 working day/s	• Science Research Specialist; Biomass Energy



	document within one (1) working day.			Management Division (BEMD) Chief; Biomass Energy Management Division (BEMD)
	1.A.18. BEMD notifies the RE Developer on the release of the Approve Certificate of Accreditation (COA) (Renewal). RE Developer picks-up the signed Certificate of Accreditation (COA) (Renewal).		1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
*For Applications Determined Not Qualified 1.B.Developer submits the rectified requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: <i>For Client Step 1.B.1-2:</i> If the re-submission is incomplete, BEMD thru EVOSS notifies	1.B.1. BEMD checks the completeness and consistency of the resubmission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents		3 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one		5 working day/s	Science Research Specialist;



<i>the RE Developer thru email on the cancellation of application due to incomplete submission.</i> <i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i> <i>For Client Step 1.B.3-4:</i> <i>If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.</i> <i>If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.</i> <i>If failure to pay within five (5) working days, the Applicant</i>	(1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		Biomass Energy Management Division (BEMD) Chief; Treasury Division (TD)
	1.B.5. RE Developer pays thru the DOE Cashier or other modes of payment within five (5) working days. BEMD validates the proof of payment within one (1) working day. BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.B.6. LS conducts legal evaluation	3 calendar day/s	- Science Research Specialist; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.B.7. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation / inspection of the facility and	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Renewable Energy Manageme



<i>will receive notification of deemed abandoned.</i> <i>If payment is not valid, BEMD notifies the RE Developers of the disqualification (End of Process).</i> <i>For Client Step 1.B.7:</i> <i>If not qualified, BEMD notifies the RE Developer of the disqualification (End of Process).</i> <i>If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.B.8:</i> <i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i>	biofuel virtual biofuel product sampling.		nt Bureau (REMB)
	1.B.8. RE Developer sets and coordinates with Concerned REMB Division for the on-site validation/inspection and biofuel product sampling. BEMD confirms schedule of conduct for on-site validation/ inspection and biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.9. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.10. RE Developer submits biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB)



<i>For Client Step 1.B.10:</i> • RE Developer submits the monitoring form and certificate of completion of activity <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.20:</i> • Applicant submits the duly signed and notarized Annex A <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i> <i>**In the case that the application is not approved, a disqualification letter will be issued.</i>	1.B.11. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	• Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.12. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis. If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.13. BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.14. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Accreditation (COA)	2 calendar day/s	• Science Research Specialist; Biomass Energy Management



	(Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to LS.		nt Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.15. LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Assistant Secretary.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director ; Legal Services (LS) • Chief; Biomass Energy Management Division (BEMD)
	1.B.16. Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Undersecretary.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Assistant Secretary ; Office of the Assistant Secretary
	1.B.17. Undersecretary acts on the Recommended	2 calendar day/s	• Science Research Specialist; Biomass



	Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Secretary.		Energy Management Division (BEMD) • Undersecretary; Office of the Undersecretary
	1.B.18. Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer. BEMD notifies the RE Developer of the approved Certificate of Accreditation (COA) (Renewal).	7 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Secretary; Office of the Secretary
	1.B.19. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.20. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted document within one (1) working day.	1 working day/s	• Chief; Biomass Energy Management Division (BEMD)
	1.B.21. BEMD notifies the RE Developer on the release of the Approved	1 working day/s	• Chief; Biomass Energy Management



	Amendment of Certificate of Accreditation (COA). If not acceptable BEMD notifies the RE Developer of the incomplete submission.			nt Division (BEMD)
	1.B.22. RE Developer submits the rectified Annex A. BEMD acts on the submitted rectified document within one (1) working day.		1 working day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.23. BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA). RE Developer picks-up the signed Amendment of Certificate of Accreditation (COA). If not acceptable, BEMD notifies the RE Developer on the disqualification (End of Process).		1 working day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
Total Processing Time:				
*For Applications Determined Qualified		Calendar Days: 26 calendar day/s Working Days: 22 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 29 calendar day/s Working Days: 32 working day/s		
Total Processing Fee:				
*For Applications Determined Qualified		Total Standard Fee: PHP 9200		



*For Applications Determined Not Qualified	Total Standard Fee: PHP 9200
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3. REMB-BEMD04 Procedure for the Amendment of Accreditation of a Biofuel Producer Manufacturer (Change of Production Capacity / Process Flow / Feedstock)

The Certificate of Accreditation may be amended (increase or decrease of production capacity; change in the process flow technology or feedstock to be used for the biofuel production; and change in the ownership of the biofuel production project) pursuant to Chapter III Section 3.2 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	A duly accredited biofuel producer engaged in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	RA 9367	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy		Applicant / Client
2. Letter of Intent specifying the kind of amendment on the Certificate of Accreditation (1) Original Copy Or (1) Electronic Copy		Applicant / Client
3. Completion of DOE's on-site validation/inspection of the facilities and sample-taking of the biofuels produced (1) Original Copy Or (1) Electronic Copy		Department of Energy - Renewable Energy Management Bureau - Biomass Energy Management Division
4. Proof of compliance with the Philippine National Standards (PNS) (1) Original Copy Or (1) Electronic Copy		Department of Energy - Energy Research and Testing Laboratory Services
5. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year (1) Certified True Copy Or (1) Electronic Copy And (1) Certified True Copy		Bureau of Internal Revenue - Concerned Revenue District Office
6. Updated distribution networks and authorized distributors, if any		Applicant / Client



(1) Original Copy Or (1) Electronic Copy				
7. Updated local government licenses and permits (1) Original Copy Or (1) Electronic Copy		Concerned LGU - Concerned LGU		
8. Corresponding material and energy balance diagram and computations (if increase of capacity due to optimization of capacity) (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
9. Corresponding amended Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable (if change in capacity and feedstock) (1) Original Copy Or (1) Electronic Copy		Sugar Regulatory Administration or Philippine Coconut Authority (PCA) Registration, as applicable (if change in capacity and feedstock) - Concerned Division		
10. Technical Study (if change in the process flow technology) (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
11. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
12. Proof of Payment of filing fees (1) Original Copy And (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email Location: Department of Energy - RMD or REMB Notes/Instruction: <i>For Client Step 1.A.4:</i> If failure to pay within five (5) working days,	1.A.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.A.2. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)



<i>the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.5:</i> <i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.7:</i> <i>RE Developer submits the monitoring form and certificate of completion of activity</i> <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i> <i>For Client Step 1.A.17:</i> <i>Applicant submits the duly signed and notarized Annex A</i> <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	1.A.3. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.	1 working day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.A.4. BEMD notifies the RE Developer that the payment has been validated (Start of Day 1). Legal Services (LS) conducts Legal evaluation.	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSA) - Director; Legal Services (LS)
	1.A.5. RE Developer sets and coordinates with BEMD for the on-site validation/inspection and biofuel product sampling. BEMD confirms schedule of conduct for on-site validation/ inspection and biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.6. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)



	1.A.7. RE Developer submits biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.8. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	• Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.9. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis.	1 calendar day/s	• Director ; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.10. BEMD evaluates the results of laboratory analysis. BEMD prepares Validation Report and Recommendation of Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management



			nt Division (BEMD)
			• Director; Renewable Energy Management Bureau (REMB)
	1.A.11. REMB Director acts on the Validation Report and Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to LS.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.A.12. LS acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Assistant Secretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal



			Services Division (RELSD) • Director; Legal Services (LS)
	1.A.13. Assistant Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Undersecretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Assistant Secretary ; Office of the Assistant Secretary
	1.A.14. Undersecretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Secretary.	2 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management



		nt Bureau (REMB)
		• Undersecretary; Office of the Undersecretary
1.A.15. Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD notifies the RE Developer of the approved Amendment of Certificate of Accreditation (COA).	7 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB) • Secretary; Office of the Secretary
1.A.16. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
1.A.17. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted	1 working day/s	• Science Research Specialist; Biomass Energy



	document within one (1) working day.			Management Division (BEMD) Chief; Biomass Energy Management Division (BEMD)
	1.A.18. BEMD notifies the RE Developer on the release of the Approve Amendment of Certificate of Accreditation (COA). RE Developer picks-up the signed Amendment of Certificate of Accreditation (COA).		1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
*For Applications Determined Not Qualified 1.B.Developer submits the rectified requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: <i>For Client Step 1.B.1-2:</i> If the re-submission is incomplete, BEMD thru EVOSS notifies	1.B.1. BEMD checks the completeness and consistency of the resubmission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents		3 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	Science Research Specialist; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one		5 working day/s	Science Research Specialist;



<i>the RE Developer thru email on the cancellation of application due to incomplete submission.</i> <i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i> <i>For Client Step 1.B.3-4:</i> <i>If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.</i> <i>If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.</i> <i>If failure to pay within five (5) working days, the Applicant</i>	(1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		Biomass Energy Management Division (BEMD) Chief; Treasury Division (TD)
	1.B.5. RE Developer pays thru the DOE Cashier or other modes of payment within five (5) working days. BEMD validates the proof of payment within one (1) working day. BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.B.6. LS conducts legal evaluation	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.B.7. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation / inspection of the facility and biofuel virtual biofuel product sampling.	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)



<i>will receive notification of deemed abandoned.</i> <i>If payment is not valid, BEMD notifies the RE Developers of the disqualification (End of Process).</i> <i>For Client Step 1.B.7:</i> <i>If not qualified, BEMD notifies the RE Developer of the disqualification (End of Process).</i> <i>If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i> <i>For Client Step 1.B.8:</i> <i>If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i>	1.B.8. RE Developer sets and coordinates with Concerned REMB Division for the on-site validation/inspection and biofuel product sampling. BEMD confirms schedule of conduct for on-site validation/ inspection and biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.9. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.10. RE Developer submits biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB)
	1.B.11. ERTLS conducts laboratory analysis of biofuel	12 working day/s	Director; Energy Research



For Client Step 1.B.10: RE Developer submits the monitoring form and certificate of completion of activity Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.	product sample within twelve (12) working days.		and Testing Laboratory Services (ERTLS)
For Client Step 1.A.20: Applicant submits the duly signed and notarized Annex A Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.	1.B.12. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis. If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).	1 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD) - Director; Energy Research and Testing Laboratory Services (ERTLS)
Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned. **In the case that the application is not approved, a disqualification letter will be issued.	1.B.13. BEMD prepares Validation Report and Recommendation of Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer, for approval of the REMB Director.	2 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.14. REMB Director acts on the Validation Report and Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the	2 calendar day/s	- Science Research Specialist; Biomass Energy Management Division (BEMD) - Chief; Biomass



	Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to LS.		Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.15. LS acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Assistant Secretary.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Biomass Energy Management Division (BEMD)
	1.B.16. Assistant Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Undersecretary.	2 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary • Chief; Biomass Energy Management Division (BEMD)
	1.B.17. Undersecretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA)	2 calendar day/s	• Undersecretary; Office of the Undersecretary • Chief; Biomass



	of the RE Developer. BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Secretary.		Energy Management Division (BEMD)
	1.B.18. Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer. BEMD notifies the RE Developer of the approved Amendment of Certificate of Accreditation (COA).	7 calendar day/s	• Secretary; Office of the Secretary • Chief; Biomass Energy Management Division (BEMD)
	1.B.19. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.20. Applicant submits the duly signed and notarized Annex A. BEMD acts on the submitted document within one (1) working day.	1 working day/s	• Chief; Biomass Energy Management Division (BEMD)
	1.B.21. BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA). If not acceptable	1 working day/s	• Chief; Biomass Energy Management Division (BEMD)



	BEMD notifies the RE Developer of the incomplete submission.			
	1.B.22. RE Developer submits the rectified Annex A. BEMD acts on the submitted rectified document within one (1) working day.		1 working day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.23. BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA). RE Developer picks-up the signed Amendment of Certificate of Accreditation (COA). If not acceptable, BEMD notifies the RE Developer on the disqualification (End of Process).		1 calendar day/s	• Science Research Specialist; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
Total Processing Time:				
*For Applications Determined Qualified		Calendar Days: 26 calendar day/s Working Days: 22 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 30 calendar day/s Working Days: 31 working day/s		
Total Processing Fee:				
*For Applications Determined Qualified		Total Standard Fee: PHP 9200		
*For Applications Determined Not Qualified		Total Standard Fee: PHP 9200		



4. REMB-BEMD05 Procedure for the Amendment of Accreditation of a Biofuel Producer/Manufacturer (Company Name/Ownership)

The Certificate of Accreditation may be amended (change in the company name and/or ownership of the biofuel production project) pursuant to Chapter III Section 3.2 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Biomass Energy Management Division (BEMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	A duly-accredited biofuel producer engaged in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities
Operating Hours:	7:00 AM - 4:00 PM
Statute:	RA 9367
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy	Applicant / Client
2. Letter of Intent specifying the kind of amendment on the Certificate of Accreditation (1) Original Copy Or (1) Electronic Copy	Applicant / Client
3. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year (1) Original Copy Or (1) Electronic Copy	BIR - Concerned Revenue District Office
4. Updated distribution networks and authorized distributors, if any (1) Original Copy Or (1) Electronic Copy	Applicant / Client
5. Certified true copy of Certificate of Registration with the Securities and Exchange Commission (SEC) (1) Certified True Copy Or (1) Electronic Copy	SEC - Concerned Division
6. Business Permit (1) Original Copy Or (1) Electronic Copy	Concerned LGU - Concerned Division
7. Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration (1) Original Copy Or (1) Electronic Copy	SRA or PCA - Concerned Division
Remarks:	



SRA if bioethanol and PCA if biodiesel.

8. Bureau of Internal Revenue (BIR) Registration (1) Original Copy Or (1) Electronic Copy		BIR - Concerned Division		
9. Environmental Compliance Certificate (1) Original Copy Or (1) Electronic Copy		DENR - Concerned Division		
10. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
11. Deed of Assignment/Absolute Sale/Written Document which unequivocally shows the agreement of the parties thereat on the ownership of the facility (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
12. Updated General Information Sheet (GIS) (1) Original Copy And (1) Electronic Copy		Applicant / Client		
13. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
14. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: For Agency Action 1.A.1:	1.A.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 4350 Total: PHP 4350	3 working day/s	Science Research Specialist (SRS); Biomass Energy Management Division (BEMD)
	1.A.2. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.A.3. BEMD validates the proof of payment within one (1) working day. If payment is valid,		1 working day/s	SRS; Biomass Energy Management



- If submission is incomplete, BEMB notifies the applicant to update thru email for a one-time rectification of the deficiencies. If the rectified submission is still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application. - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.A.2 - 1.A.3: - If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment	BEMD notifies the RE Developer that the payment has been validated.		nt Division (BEMD)
	1.A.4. LS conducts legal evaluation	3 calendar day/s	- Chief; Treasury Division (TD) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.A.5. LS acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.A.6. Assistant Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	Assistant Secretary; Office of the Assistant Secretary
	1.A.7. Undersecretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	Undersecretary; Office of the Undersecretary
	1.A.8. Secretary acts on the Recommended Issuance of Amendment of Certificate of	7 calendar day/s	Secretary; Office of the Secretary



remains invalid, the Applicant is notified of disqualification, ending the process.	Accreditation (COA) of the RE Developer			
	1.A.9. BEMD transmits a copy of the Annex A (Terms & Conditions).		1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.A.10. BEMD acts on the submitted document within one (1) working day. BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA).		1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
*For Applications Determined Not Qualified 1.B.RE Developer submits the rectified requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: For Client Step 1.B: If failure to rectify within thirty (30) calendar days, the RE Developer will receive notification of	1.B.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 4350 Total: PHP 4350	3 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents		3 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)



deemed abandoned - If payment is not made within five (5) working days, the RE Developer will be notified of deemed abandonment. If payment is invalid, EVOSS will notify the developer to rectify it within two (2) working days. For Agency Action 1.B.1: - If not qualified, BEMD notifies the applicant to submit rectified documents within thirty (30) calendar days. - If the applicant failed to submit the rectified documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.B.2: - If still not qualified, BEMD thru email notifies the RE Developer the	1.B.5. LS conducts Legal evaluation.	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.B.6. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD prepares Validation Report and Recommendation of Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer, for approval of the REMB Director.	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.B.7. REMB Director acts on the Validation Report and Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	- Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB)
	1.B.8. LS acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)



Disqualification of the Application For Agency Action 1.B.3 - 1.B.4: If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment remains invalid, the Applicant is notified of disqualification, ending the process.	1.B.9. Assistant Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	Assistant Secretary; Office of the Assistant Secretary
	1.B.10. Undersecretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.	2 calendar day/s	Undersecretary; Office of the Undersecretary
	1.B.11. Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer	7 calendar day/s	Secretary; Office of the Secretary
	1.B.12. BEMD transmits a copy of the Annex A (Terms & Conditions).	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.13. BEMD acts on the submitted document within one (1) working day.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.14. BEMD acts on the submitted rectified document within one (1) working day. If acceptable, BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA).	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)



Total Processing Time:	
*For Applications Determined Qualified	Calendar Days: 18 calendar day/s Working Days: 9 working day/s
*For Applications Determined Not Qualified	Calendar Days: 24 calendar day/s Working Days: 12 working day/s
Total Processing Fee:	
*For Applications Determined Qualified	Total Standard Fee: PHP 4350
*For Applications Determined Not Qualified	Total Standard Fee: PHP 4350



5. REMB-BEMD06 Procedure for Application for Registration of a Biofuel Distributor Under RA 9367

An Applicant shall register with the DOE for the distribution of the biofuels pursuant to Chapter III Section 5 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367"

Office or Division:	Biomass Energy Management Division (BEMD)																		
Classification:	Highly Technical																		
Type of Transaction:	G2B (Government to Business)																		
Who may avail:	Entities intending to establish a corporation or companies involved in the distribution of biofuels (bioethanol/biodiesel) and other industry related business / activities																		
Operating Hours:	7:00 AM - 4:00 PM																		
Statute:	RA 9367																		
<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. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>2. Letter of Intent (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Certified true copy of Registration with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI) (1) Original Copy Or (1) Electronic Copy</td><td>Concerned LGU - National Government Agency</td></tr> <tr> <td>4. Business and Mayor's Permit (1) Original Copy Or (1) Electronic Copy</td><td>Concerned LGU - Concerned Division</td></tr> <tr> <td>5. Certification (or Duly Notarized Agreement) by an accredited Biofuel Producer as its duly authorized distributor for particular biofuel product (1) Original Copy Or (1) Electronic Copy</td><td>Accredited Biofuel Producer - Concerned Division</td></tr> <tr> <td>6. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced (1) Original Copy Or (1) Electronic Copy</td><td>Department of Energy - REMB-BEMD</td></tr> <tr> <td colspan="2"> Remarks: <i>eg. Inspection/ Validation Report</i> </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy	Applicant / Client	2. Letter of Intent (1) Original Copy Or (1) Electronic Copy	Applicant / Client	3. Certified true copy of Registration with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI) (1) Original Copy Or (1) Electronic Copy	Concerned LGU - National Government Agency	4. Business and Mayor's Permit (1) Original Copy Or (1) Electronic Copy	Concerned LGU - Concerned Division	5. Certification (or Duly Notarized Agreement) by an accredited Biofuel Producer as its duly authorized distributor for particular biofuel product (1) Original Copy Or (1) Electronic Copy	Accredited Biofuel Producer - Concerned Division	6. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced (1) Original Copy Or (1) Electronic Copy	Department of Energy - REMB-BEMD	Remarks: <i>eg. Inspection/ Validation Report</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																		
For Standard Requirement																			
1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy	Applicant / Client																		
2. Letter of Intent (1) Original Copy Or (1) Electronic Copy	Applicant / Client																		
3. Certified true copy of Registration with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI) (1) Original Copy Or (1) Electronic Copy	Concerned LGU - National Government Agency																		
4. Business and Mayor's Permit (1) Original Copy Or (1) Electronic Copy	Concerned LGU - Concerned Division																		
5. Certification (or Duly Notarized Agreement) by an accredited Biofuel Producer as its duly authorized distributor for particular biofuel product (1) Original Copy Or (1) Electronic Copy	Accredited Biofuel Producer - Concerned Division																		
6. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced (1) Original Copy Or (1) Electronic Copy	Department of Energy - REMB-BEMD																		
Remarks: <i>eg. Inspection/ Validation Report</i>																			



7. Proof of compliance with the Philippine National Standards (PNS) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Energy Research and Testing Laboratory Services	
8. Registration certificates, certifications and other clearances as may be required by other government entities (1) Original Copy Or (1) Electronic Copy			Concerned LGU/ National Government Agency - Concerned Division	
9. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
10. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: For Agency Action 1.A.1: If submission is incomplete, BEMB notifies the applicant to update thru email for a one-time rectification of the deficiencies. If the rectified submission is	1.A.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	Science Research Specialist (SRS); Biomass Energy Management Division (BEMD)
	1.A.2. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.A.3. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.A.4. LS conducts legal evaluation		3 calendar day/s	Chief; Renewable Energy Legal Services



still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application. - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.A.2 - 1.A.3: - If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment remains invalid, the Applicant is notified of disqualification, ending the process.			Division (RELSA) • Director; Legal Services (LS)
	1.A.5. BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.	1 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.6. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.7. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.8. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	• Director; Energy Research and Testing Laboratory



		Services (ERTLS)
1.A.9. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis.	1 calendar day/s	Director; Energy Research and Testing Laboratory Services (ERTLS)
1.A.10. BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Registration (COR) as Biofuel Distributor of the RE Developer, for approval of the REMB Director.	2 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
1.A.11. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	- Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB)
1.A.12. LS acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)



	1.A.13. Assistant Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 calendar day/s	Assistant Secretary; Office of the Assistant Secretary
	1.A.14. Undersecretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 calendar day/s	Undersecretary; Office of the Undersecretary
	1.A.15. Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		7 calendar day/s	Secretary; Office of the Secretary
	1.A.16. BEMD transmits the copy of the Annex A (Terms & Conditions)		1 calendar day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.17. BEMD acts on the submitted document within one (1) working day. BEMD notifies the Applicant on the release of the approved Certificate of Registration (COR) as Biofuel Distributor.		1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
*For Applications Determined Not	1.B.1. BEMD checks the completeness and	Standard Fees	3 working day/s	SRS; Biomass



Qualified 1.B.RE Developer submits the rectified requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: For Client Step 1.B: If failure to rectify within thirty (30) calendar days, the RE Developer will receive notification of deemed abandoned. If payment is not made within five (5) working days, the RE Developer will be notified of deemed abandonment. If payment is invalid, EVOSS will notify the developer to rectify it within two (2) working days.	consistency of the submission within three (3) working days.	Breakdown: Application Fee: PHP 9200		Energy Management Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents	Total: PHP 9200	3 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.B.5. LS conducts legal evaluation		3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)

For Agency Action
1.B.1:

- If not qualified, BEMD notifies the applicant to submit rectified



documents within thirty (30) calendar days. If the applicant failed to submit the rectified documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.B.2: If still not qualified, BEMD thru email notifies the RE Developer the Disqualification of the Application	1.B.6. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation / inspection of the facility and biofuel virtual biofuel product sampling.	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSA) - Director; Legal Services (LS)
	1.B.7. BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.8. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	SRS; Biomass Energy Management Division (BEMD)
For Agency Action 1.B.3 - 1.B.4: If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment remains invalid, the Applicant is notified of disqualification,	1.B.9. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	- Chief; Biomass Energy Management Division (BEMD) - Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.10. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.11. ERTLS issues laboratory analysis	1 calendar day/s	Director; Energy



ending the process.	result to BEMD. BEMD evaluates the results of laboratory analysis.		Research and Testing Laboratory Services (ERTLS) • Chief; Biomass Energy Management Division (BEMD)
	1.B.12. BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Registration (COR) as Biofuel Distributor of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.13. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.14. LS acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
	1.B.15. Assistant Secretary acts on the Recommended Issuance of	2 calendar day/s	• Assistant Secretary; Office of the



	Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		Assistant Secretary
	1.B.16. Undersecretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	Undersecretary; Office of the Undersecretary
	1.B.17. Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	7 calendar day/s	Secretary; Office of the Secretary
	1.B.18. BEMD transmits the copy of the Annex A (Terms & Conditions)	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.19. BEMD acts on the submitted document within one (1) working day.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.20. BEMD acts on the uploaded rectified document within one (1) working day. If acceptable, BEMD notifies the Applicant on the release of the approved Certificate of Registration (COR) as Biofuel Distributor.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
Total Processing Time:			
*For Applications Determined Qualified		Calendar Days: 26 calendar day/s Working Days: 21 working day/s	



*For Applications Determined Not Qualified	Calendar Days: 30 calendar day/s Working Days: 24 working day/s
Total Processing Fee:	
*For Applications Determined Qualified	Total Standard Fee: PHP 9200
*For Applications Determined Not Qualified	Total Standard Fee: PHP 9200



6. REMB-BEMD07 Procedure for Renewal of Application for Registration of a Biofuel Distributor Under RA 9367

An Applicant shall register with the DOE for the distribution of the biofuels pursuant to Chapter III Section 5 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367"

Office or Division:	Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to establish a corporation or companies involved in the distribution of biofuels (bioethanol/biodiesel) and other industry related business / activities	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	RA 9367	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished DOE application form (1) Original Copy Or (1) Electronic Copy		Applicant / Client
2. Letter of Intent (1) Original Copy Or (1) Electronic Copy		Applicant / Client
3. Certified true copy of Registration with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI) (1) Original Copy Or (1) Electronic Copy		Concerned LGU - National Government Agency
4. Business and Mayor's Permit (1) Original Copy Or (1) Electronic Copy		Concerned LGU - Concerned Division
5. Certification (or Duly Notarized Agreement) by an accredited Biofuel Producer as its duly authorized distributor for particular biofuel product (1) Original Copy Or (1) Electronic Copy		Accredited Biofuel Producer - Concerned Division
6. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced (1) Original Copy Or (1) Electronic Copy		Department of Energy - REMB-BEMD
<i>Remarks:</i> <i>eg. Inspection/ Validation Report</i>		



7. Proof of compliance with the Philippine National Standards (PNS) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Energy Research and Testing Laboratory Services	
8. Registration certificates, certifications and other clearances as may be required by other government entities (1) Original Copy Or (1) Electronic Copy			Concerned LGU/ National Government Agency - Concerned Division	
9. Secretary's Certificate (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
10. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: For Agency Action 1.A.1: If submission is incomplete, BEMB notifies the applicant to update thru email for a one-time rectification of the deficiencies. If the rectified submission is	1.A.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	Science Research Specialist (SRS); Biomass Energy Management Division (BEMD)
	1.A.2. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.A.3. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.A.4. LS conducts legal evaluation		3 calendar day/s	Chief; Renewable Energy Legal Services



still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application. - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.A.2 - 1.A.3: - If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment remains invalid, the Applicant is notified of disqualification, ending the process.			Division (RELSA) • Director; Legal Services (LS)
	1.A.5. BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.	1 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.6. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.7. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.8. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	• Director; Energy Research and Testing Laboratory



		Services (ERTLS)
1.A.9. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis.	1 calendar day/s	Director; Energy Research and Testing Laboratory Services (ERTLS)
1.A.10. BEMD prepares Validation Report and Recommendation of Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the RE Developer, for approval of the REMB Director.	2 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
1.A.11. REMB Director acts on the Validation Report and Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	- Chief; Biomass Energy Management Division (BEMD) - Director; Renewable Energy Management Bureau (REMB)
1.A.12. LS acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)



	1.A.13. Assistant Secretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	Assistant Secretary; Office of the Assistant Secretary
	1.A.14. Undersecretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	Undersecretary; Office of the Undersecretary
	1.A.15. Secretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	7 calendar day/s	Secretary; Office of the Secretary
	1.A.16. BEMD transmits the copy of the Annex A (Terms & Conditions)	1 calendar day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.17. BEMD acts on the submitted document within one (1) working day. BEMD notifies the Applicant on the release of the approved Renewal of Certificate of Registration (COR) as Biofuel Distributor.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)



*For Applications Determined Not Qualified 1.B.RE Developer submits the rectified requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB Notes/Instruction: For Client Step 1.B: - If failure to rectify within thirty (30) calendar days, the RE Developer will receive notification of deemed abandoned - If payment is not made within five (5) working days, the RE Developer will be notified of deemed abandonment. If payment is invalid, EVOSS will notify the developer to rectify it within two (2) working days. For Agency Action 1.B.1:	1.B.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 9200 Total: PHP 9200	3 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents		3 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.B.5. LS conducts legal evaluation		3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.B.6. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site		3 calendar day/s	Chief; Renewable Energy Legal Services Division (RELSD)



- If not qualified, BEMD notifies the applicant to submit rectified documents within thirty (30) calendar days. If the applicant failed to submit the rectified documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.B.2: - If still not qualified, BEMD thru email notifies the RE Developer the Disqualification of the Application For Agency Action 1.B.3 - 1.B.4: - If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment	validation / inspection of the facility and biofuel virtual biofuel product sampling.		Director; Legal Services (LS)
	1.B.7. BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.8. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.9. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	- Chief; Biomass Energy Management Division (BEMD) - Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.10. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.11. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis.	1 calendar day/s	- Director; Energy Research and Testing Laboratory Services (ERTLS) - Chief; Biomass Energy



remains invalid, the Applicant is notified of disqualification, ending the process.			Management Division (BEMD)
	1.B.12. BEMD prepares Validation Report and Recommendation of Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.13. REMB Director acts on the Validation Report and Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.14. LS acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
	1.B.15. Assistant Secretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.	2 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary
	1.B.16. Undersecretary acts on the Recommended	2 calendar day/s	• Undersecretary; Office of the



	Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.			Undersecretary
	1.B.17. Secretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		7 calendar day/s	• Secretary; Office of the Secretary
	1.B.18. BEMD transmits the copy of the Annex A (Terms & Conditions)		1 calendar day/s	• Chief; Biomass Energy Management Division (BEMD)
	1.B.19. BEMD acts on the submitted document within one (1) working day.		1 calendar day/s	• Chief; Biomass Energy Management Division (BEMD)
	1.B.20. BEMD acts on the uploaded rectified document within one (1) working day. If acceptable, BEMD notifies the Applicant on the release of the approved Renewal of Certificate of Registration (COR) as Biofuel Distributor.		1 calendar day/s	• Chief; Biomass Energy Management Division (BEMD)
Total Processing Time:				
*For Applications Determined Qualified		Calendar Days: 26 calendar day/s Working Days: 21 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 30 calendar day/s Working Days: 24 working day/s		
Total Processing Fee:				
*For Applications Determined Qualified		Total Standard Fee: PHP 9200		
*For Applications Determined Not Qualified		Total Standard Fee:		



PHP 9200



7. REMB-BEMD08 Procedure for the Application for Registration of a Biofuel Producer/Manufacturer Under RA 9513

An accredited Biofuel Producer shall secure Certificate of Registration under R.A. No. 9513 also known as the “Renewable Energy Act of 2008” pursuant to Section 7 of Republic Act (R.A.) No. 9367 otherwise known as “The Biofuels Act of 2006” and Rule 4 of its Implementing Rules and Regulations and Chapter III Section 7 of Department Circular No. DC2019-10-0013 or the “Omnibus Guidelines Governing the Award and Administration of Renewable Energy Contracts and the Registration of Renewable Energy Developers.”

Office or Division:	Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	An accredited biofuel producer intending to be registered as an RE Developer	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	RA 9513	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent (1) Original Copy Or (1) Electronic Copy		Applicant / Client
2. Duly accomplished DOE application form. (1) Original Copy Or (1) Electronic Copy		Department of Energy - Renewable Energy Management Bureau - Biomass Energy Management Division
Remarks: Accomplish the form from DOE-REMD-BEMD.		
3. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year (1) Original Copy Or (1) Electronic Copy		BIR - Concerned Revenue District Office
4. Updated distribution networks and authorized distributors, if any (1) Original Copy Or (1) Electronic Copy		Applicant / Client
5. Business Permit (1) Original Copy Or (1) Electronic Copy		LGU - Concerned Division
6. Sugar Regulatory Administration (SRA) / Philippine Coconut Authority (PCA) Registration		SRA or PCA - Concerned Division



(1) Original Copy Or (1) Electronic Copy				
<i>Remarks:</i> <i>SRA, if bioethanol; and PCA, if biodiesel.</i>				
7. Proof of compliance with the Philippine National Standards (PNS) (1) Original Copy Or (1) Electronic Copy			Department of Energy - Energy Research and Testing Laboratory Services	
8. Proof of Payment of filing fees (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
9. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced (1) Original Copy Or (1) Electronic Copy			Department of Energy - REMB-BEMD	
<i>Remarks:</i> <i>e.g. Inspection and Evaluation Report</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Department of Energy - RMD or REMB	1.A.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 12650 Total: PHP 12650	3 working day/s	• Science Research Specialist (SRS); Biomass Energy Management Division (BEMD)
	1.A.2. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	• SRS; Biomass Energy Management Division (BEMD)

Notes/Instruction:

For Agency Action

1.A.1:

- If submission is incomplete, BEMB notifies



the applicant to update thru email for a one-time rectification of the deficiencies. If the rectified submission is still incomplete, the application will be cancelled. To proceed, the applicant must submit an entirely new application. - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.A.2 - 1.A.3: - If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period results in a notification of deemed abandonment, and if payment remains invalid, the Applicant is notified of	1.A.3. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.	1 working day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.A.4. LS conducts legal evaluation	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.A.5. BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.A.6. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.A.7. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	- SRS; Biomass Energy Management Division (BEMD) - Director; Energy Research and



disqualification, ending the process.		Testing Laboratory Services (ERTLS)
	1.A.8. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s • Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.A.9. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis.	1 calendar day/s • Director; Energy Research and Testing Laboratory Services (ERTLS) • SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.10. BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer, for approval of the REMB Director.	2 calendar day/s • SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.A.11. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Registration (COR)	2 calendar day/s • Chief; Biomass Energy Management Division (BEMD)



	as Biofuel Producer of the RE Developer.		• Director; Renewable Energy Management Bureau (REMB)
	1.A.12. LS acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
	1.A.13. Assistant Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.	2 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary
	1.A.14. Undersecretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.	2 calendar day/s	• Undersecretary; Office of the Undersecretary
	1.A.15. Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.	7 calendar day/s	• Secretary; Office of the Secretary
	1.A.16. BEMD notifies the RE Developer on the release of the Approved Certificate of Registration (COR) as Biofuel Producer.	1 calendar day/s	• Chief; Biomass Energy Management Division (BEMD)



*For Applications Determined Not Qualified 1.B.RE Developer submits the rectified requirements for the application thru DOE-Records Management Division (RMD) or REMB Email and pays thru the DOE Cashier or other modes of payment. Location: Location: Department of Energy - RMD or REMB Notes/Instruction: For Client Step 1.B: - If failure to rectify within thirty (30) calendar days, the RE Developer will receive notification of deemed abandoned - If payment is not made within five (5) working days, the RE Developer will be notified of deemed abandonment. If payment is invalid, EVOSS will notify the developer to rectify it within two (2) working days. For Agency Action 1.B.1:	1.B.1. BEMD checks the completeness and consistency of the submission within three (3) working days.	Standard Fees Breakdown: Application Fee: PHP 12650 Total: PHP 12650	3 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.2. Upon resubmission, BEMD checks the completeness and consistency of the rectified documents		3 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.3. BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.		5 working day/s	SRS; Biomass Energy Management Division (BEMD)
	1.B.4. BEMD validates the proof of payment within one (1) working day. If payment is valid, BEMD notifies the RE Developer that the payment has been validated.		1 working day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Treasury Division (TD)
	1.B.5. LS conducts legal evaluation		3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.B.6. LS re-evaluates the RE Developer's rectified submission. If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site		3 calendar day/s	Chief; Renewable Energy Legal Services Division (RELSD)



- If not qualified, BEMD notifies the applicant to submit rectified documents within thirty (30) calendar days. - If the applicant failed to submit the rectified documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.B.2: - If still not qualified, BEMD thru email notifies the RE Developer the Disqualification of the Application For Agency Action 1.B.3 - 1.B.4: - If payment is invalid, BEMD notifies the RE Developer to rectify it within two (2) working days. If rectified, BEMD validates the proof of payment within one (1) working day. Failure to rectify within the given period	validation / inspection of the facility and biofuel virtual biofuel product sampling.		Director; Legal Services (LS)
	1.B.7. BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.	1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
	1.B.8. BEMD conducts on-site validation/inspection and virtual biofuel product sampling.	1 calendar day/s	- SRS; Biomass Energy Management Division (BEMD) - Chief; Biomass Energy Management Division (BEMD)
	1.B.9. BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis	1 calendar day/s	- SRS; Biomass Energy Management Division (BEMD) - Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.10. ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.	12 working day/s	Director; Energy Research and Testing Laboratory Services (ERTLS)
	1.B.11. ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the	1 calendar day/s	Director; Energy Research and Testing



results in a notification of deemed abandonment, and if payment remains invalid, the Applicant is notified of disqualification, ending the process.	results of laboratory analysis.		Laboratory Services (ERTLS) • SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.12. BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer, for approval of the REMB Director.	2 calendar day/s	• SRS; Biomass Energy Management Division (BEMD) • Chief; Biomass Energy Management Division (BEMD)
	1.B.13. REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.	2 calendar day/s	• Chief; Biomass Energy Management Division (BEMD) • Director; Renewable Energy Management Bureau (REMB)
	1.B.14. LS acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)



	1.B.15. Assistant Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.		2 calendar day/s	Assistant Secretary; Office of the Assistant Secretary
	1.B.16. Undersecretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.		2 calendar day/s	Undersecretary; Office of the Undersecretary
	1.B.17. Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.		7 calendar day/s	Secretary; Office of the Secretary
	1.B.18. BEMD notifies the RE Developer on the release of the Approved Certificate of Registration (COR) as Biofuel Producer.		1 calendar day/s	Chief; Biomass Energy Management Division (BEMD)
Total Processing Time:				
*For Applications Determined Qualified		Calendar Days: 25 calendar day/s Working Days: 21 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 28 calendar day/s Working Days: 24 working day/s		
Total Processing Fee:				
*For Applications Determined Qualified		Total Standard Fee: PHP 12650		
*For Applications Determined Not Qualified		Total Standard Fee: PHP 12650		