



Geothermal Energy Management Division (GEMD)

External Services



1. REMB-GEMD01 Notice of Intention to Drill

In compliance with the reportorial requirements of the Department of Energy for projects registered under R.A. No. 9513, the Notice of Intention to Drill shall be submitted for the Department's evaluation and approval prior to their drilling activities.

Office or Division:	Geothermal Energy Management Division (GEMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Geothermal Renewable Energy Developers			
Operating Hours:	24/7			
Statute:	Energy Virtual One-Stop Shop Act (RA No. 11234) - An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter Request (1) Electronic Copy			Applicant / Client	
2. Drilling Prognosis/ Drilling Timeline (1) Electronic Copy			Applicant / Client	
3. Drilling Objective, Drilling Program and Drilling Summary, Geologic Information, Well Location, Well Data/Profile (1) Electronic Copy			Applicant / Client	
4. Accomplished NID Form (1) Electronic Copy			Department of Energy - Renewable Energy Management Bureau	
<i>Remarks:</i> <i>Available thru the EVOSS System Portal Page: https://evoss.ph/Home/Download/62862</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer chooses a Geothermal Project from the List in	1.1. REMB-GEMD checks the completeness and	None	3 working day/s	Science Research Specialist (SRS);



EVOSS associated to the Company, and submits online thru the EVOSS system the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: - 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 1.1: - If submission is incomplete, REMB-GEMD notifies the applicant through the EVOSS System 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 through the	consistency of the submission 1.2. EVOSS creates the deliverable and sets DOE time to START (Day 1). REMB-GEMD conducts Technical Evaluation. REMB-GEMD then endorses to REMB Director for Approval		6 calendar day/s	Geothermal Energy Management Division (GEMD) - SRS; Geothermal Energy Management Division (GEMD) - Chief; Geothermal Energy Management Division (GEMD)
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EVOSS System. - If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify REMB-GEMD to start the conduct of evaluation. For Agency Action 1.3: - If not qualified, REMB-GEMD thru EVOSS notifies the RE Developer of the disapproval. - If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
	1.3. REMB Director acts on the Application		3 calendar day/s	Director; Renewable Energy Management Bureau (REMB)
	1.4. REMB-GEMD uploads thru the EVOSS a copy of the Approved Application		1 calendar day/s	SRS; Geothermal Energy Management Division (GEMD)
General Remarks EVOSS Act Processing Timelines Advisory Completeness Check: Agencies have three (3) working days from submission to verify an application's completeness. Failure to act within this period renders the submission deemed complete. For submissions made after office hours, this 3-day period begins on the next working day. This is all mandated by Rule 9, Section 2 of the EVOSS Act IRR.				



- **Official Processing Time:** The main processing timeframe is calculated in **calendar days**, as stipulated in **Section 13 of the EVOSS Act** and **Rule 9, Section 1 of its IRR**. This official clock starts only after an application is accepted or deemed complete.
- **Deemed Approval:** Failure by an agency to act within the prescribed calendar-day timeframe results in the application being **deemed approved**, per **Section 13 of the EVOSS Act** and **Rule 9, Section 4 of the IRR**.
- **Transactional Steps:** Internal processes, such as payment verification via the online payment system, are handled during business hours, in accordance with the system established under **Rule 6(b) of the IRR**.

For a detailed guide on this process, please refer to the process flows on the EVOSS website:
<https://evoss.ph/Home/ProcessFlow>

Total Processing Time:	Calendar Days: 10 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	Total Standard Fee: None