



Renewable Energy Management Bureau (REMB)

External Services



1. REMB-REMB01 Accreditation of Manufacturers, Fabricators and Suppliers of Locally Produced RE Equipment and Components

RE Developers and local manufacturers, fabricators and suppliers of locally-produced renewable energy equipment shall register with the Department of Energy. Upon registration, a certification shall be issued to each RE Developer and local manufacturer, fabricator and supplier of locally-produced renewable energy equipment to serve as the basis of their entitlement to incentives provided under Chapter VII of the RE Act (R.A 9513).

Office or Division:	Renewable Energy Management Bureau (REMB)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Any person, natural or juridical, registered and/or authorized to operate in the Philippines under existing Philippine laws and engaged in the manufacture, fabrication and supply of locally produced RE equipment and components may apply for accreditation with the REMB.	
Operating Hours:	24/7	
Statute:	Renewable Energy Act of 2008 (R.A No. 9513) - An Act Promoting the Development, Utilization and Commercialization of Renewable Energy Resources and for Other Purposes	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Application (1) Electronic Copy	Applicant / Client	
<i>Remarks:</i> <i>Must be addressed to the REMB Director</i>		
2. Latest Business Permit in the name of the Company or Proprietor (1) Electronic Copy	Business Permit and Licensing Office - Concerned Local Government Unit	
3. Company Profile or Business Background (1) Electronic Copy Or (1) Electronic Copy	Applicant / Client	
4. Proof of Technical and Physical or Logistical Capabilities (1) Electronic Copy	Applicant / Client	
<i>Remarks:</i> <i>Capabilities to handle RE equipment, machinery, components and parts appropriate and commensurate to the scope of activity applied for accreditation:</i> <i>a. Organizational Chart of the Company</i>		



- b. Nature and Scope of RE activities (RE manufacturing, fabricating, and/or supplying of locally-produced RE machineries, equipment, components and parts)*
c. Process flow of the manufacturing/fabrication plant
d. List of equipment or tools used (to be purchased / existing) in manufacturing and/or fabrication
e. Site map and picture of the manufacturing and/or fabrication plant

For Situational Requirement

A. With Renewable Energy Projects/Plants

A.1. Track record of Renewable Energy Projects of the Applicant
 (1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits the complete documentary requirements Location: For submission of requirements: DOE - Records Management Division or REMB E-mail (remb9513@doe.gov.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:	1.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	- Science Research Specialist; Concerned REMB Division - Chief; Records Management Division (RMD)



• If submission is incomplete, REMB notifies the applicant to update the submission. ◦ Upon resubmission, REMB checks the completeness and consistency of the submission within three (3) working days. • If submission is still incomplete, REMB notifies the applicant on the cancellation of application.	1.2. Concerned REMB Division issues a Billing Statement, and DOE-Treasury Division transmits the Order of Payment to the applicant/client		1 working day/s	• Chief; Concerned REMB Division • Chief; Accounting Division (AD)
2. Applicant pays the necessary fees Location: For payment of fees: DOE Cashier or other modes of payment Notes/Instruction: For Client Step 2: • If not paid within 5 working days, the concerned REMB Division will receive notification of deemed abandoned. For Agency Action 2.1: • If payment is not valid, the Treasury Division notifies	2.1. Treasury Division validates the proof of payment 2.2. Treasury Division issues an Invoice/Official Receipt	Standard Fees Breakdown: Application Fee: PHP 1000 Processing Fee: PHP 9000 Total: PHP 10000	1 working day/s 1 working day/s	• Chief; Treasury Division (TD) • Chief; Treasury Division (TD)



the applicant through an email to rectify the payment within two (2) working days. ◦ If payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If payment is still not valid within the timeframe, the concerned REMB Division notifies the applicant of the notice of disqualification.	2.3. Concerned REMB Division informs the applicant to set schedule for site validation		1 working day/s	• Chief; Concerned REMB Division
*For Applications Determined Qualified 3.A.Applicant sets and coordinates with concerned REMB Division on the site validation/inspection Location:	3.A.1. Concerned REMB Division and RELSD simultaneously conduct technical and legal evaluations based on the results of the submission and the site validation	None	7 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)



REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction: For Client Step 3.A: - If not validated within thirty (30) working days, application will be deemed abandoned. For Agency Action 3.A.2: - If not qualified, the concerned REMB Division notifies the applicant to submit rectified documents within fourteen (14) calendar days. - If the applicant failed to submit the rectified documents within fourteen (14) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 3.A.4: - If disapproved, the Assistant Secretary returns to the					
	3.A.2. Concerned REMB Division consolidates all the evaluation results, recommends to the REMB Director for further action and endorses, through the REMB Director, the recommendation for approval of LS.	2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)		
	3.A.3. LS concurs on the Endorsement Memorandum to the Secretary, COR, and Approval Letter, and endorses the recommendation to the Assistant Secretary thru CSW	2 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)		
	3.A.4. Assistant Secretary acts on the recommendation and the concerned REMB Division endorses the recommendation to the Undersecretary	2 calendar day/s	- Assistant Secretary; Office of the Assistant Secretary - Chief; Concerned REMB Division		
	3.A.5. Undersecretary acts on the recommendation and the concerned REMB Division endorses the	3 calendar day/s	Undersecretary; Office of the		



concerned REMB Division for further action. For Agency Action 3.A.5: If disapproved, the Undersecretary returns to the concerned REMB Division for further action.	recommendation to the Secretary			Undersecretary Chief; Concerned REMB Division
For Agency Action 3.A.6: If disapproved, the Secretary returns to the concerned REMB Division for further action.	3.A.6. Secretary acts on the recommendation		7 calendar day/s	Secretary; Office of the Secretary
	3.A.7. Concerned REMB Division notifies the applicant and LS on the approval and transmits a copy of the signed letter and Certificate of Accreditation		1 calendar day/s	Chief; Concerned REMB Division
*For Applications Determined Not Qualified 3.B.Applicant submits the rectified application documents Location: DOE - Records Management Division or REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction: For Client Step 3.B: If failure to rectify within fourteen (14) calendar days, the RE Developer will receive	3.B.1. Concerned REMB Division and RELSD simultaneously conduct technical and legal evaluations based on the results of the submission and the site validation	None	7 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	3.B.2. Concerned REMB Division consolidates all the evaluation results, recommends to the REMB Director for further action and endorses, through the REMB Director, the recommendation for approval of LS.		2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	3.B.3. If not qualified and Applicant submits the rectified application,		5 calendar day/s	Chief; Concerned REMB Division



notification of deemed abandoned For Agency Action 3.B.4: If still not qualified, Concerned REMB Division endorses, thru the REMB Director, the denial of the application to the Assistant Secretary.	Concerned REMB Division and LS conduct simultaneous Technical and Legal re-evaluations	For Agency Action 3.B.6: If disapproved, the Assistant Secretary returns to the concerned REMB Division for further action.	3.B.4. Concerned REMB Division consolidates all the re-evaluation results and endorses to LS to concur on the Memorandum to the Secretary, Certificate of Accreditation and Approval Letter	For Agency Action 3.B.7: If disapproved, the Undersecretary returns to the concerned REMB Division for further action.	3.B.5. LS concurs on the Endorsement Memorandum to the Secretary, COR, and Approval Letter, and endorses the recommendation to the Assistant Secretary thru CSW	For Agency Action 3.B.8: If disapproved, the Secretary returns to the concerned REMB Division for further action.	3.B.6. Assistant Secretary acts on the recommendation and the concerned REMB Division endorses the recommendation to the Undersecretary	3.B.7. Undersecretary acts on the recommendation and	- Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)	2 calendar day/s - Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)	2 calendar day/s - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)	2 calendar day/s - Assistant Secretary; Office of the Assistant Secretary - Chief; Concerned REMB Division	3 calendar day/s Undersecretary; Office of
---	---	--	--	---	--	--	--	---	---	---	--	--	---



	the concerned REMB Division endorses the recommendation to the Secretary			the Undersecretary • Chief; Concerned REMB Division
	3.B.8. Secretary acts on the recommendation		7 calendar day/s	• Secretary; Office of the Secretary
	3.B.9. Concerned REMB Division notifies the applicant and LS on the approval and transmits a copy of the signed letter and Certificate of Accreditation		1 calendar day/s	• Chief; Concerned REMB Division
Total Processing Time:				
*For Applications Determined Qualified		Calendar Days: 24 calendar day/s Working Days: 7 working day/s		
*For Applications Determined Not Qualified		Calendar Days: 31 calendar day/s Working Days: 7 working day/s		
Total Processing Fee:				
*For Applications Determined Qualified		Total Standard Fee: PHP 10000		
*For Applications Determined Not Qualified		Total Standard Fee: PHP 10000		

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



2. REMB-REMB02 Amendment of RE Contract (Except for Hydro and Ocean Energy Projects)

Subject to terms and conditions stipulated in the RE Contract, the RE Developer may request an amendment of its RE Contract with justification on such revision.

Office or Division:	Renewable Energy Management Bureau (REMB)														
Classification:	Highly Technical														
Type of Transaction:	G2B (Government to Business)														
Who may avail:	Registered RE Developer who is not in default of its technical and financial obligations under the RE Contract. Renewable Energy Service Contracts (RESC) of Registered RE Developer shall be amended in any of the following instances: 1. Changes to the Contract Area; 2. Increase or Decrease in the Installed Capacity; 3. Change of Location of Project Site (for Biomass); 4. Extension of RE Contract Term; 5. Changes to address inconsistencies between the RE Contract and its Annexes; and 6. Contract Area that falls within or overlaps with the no-build zones as identified in the Marine Spatial Planning.														
Operating Hours:	24/7														
Statute:	Republic Act No. 9513 - An Act Promoting the Development, Utilization and Commercialization of Renewable Energy Resources and for Other Purposes														
<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. Request for amendment Letter addressed to the REMB Director (1) Original Copy Or (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>The letter must include a justification for the proposed amendment(s).</i> </td></tr> <tr> <td colspan="2">For Situational Requirement</td></tr> <tr> <td colspan="2">A. Requirements for Amendment to the Contract Area/Location</td></tr> <tr> <td>A.1. Technical description of the proposed Contract Area and other mapping requirements for the purpose of area</td><td>Applicant / Client</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Request for amendment Letter addressed to the REMB Director (1) Original Copy Or (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>The letter must include a justification for the proposed amendment(s).</i>		For Situational Requirement		A. Requirements for Amendment to the Contract Area/Location		A.1. Technical description of the proposed Contract Area and other mapping requirements for the purpose of area	Applicant / Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE														
For Standard Requirement															
1. Request for amendment Letter addressed to the REMB Director (1) Original Copy Or (1) Electronic Copy	Applicant / Client														
<i>Remarks:</i> <i>The letter must include a justification for the proposed amendment(s).</i>															
For Situational Requirement															
A. Requirements for Amendment to the Contract Area/Location															
A.1. Technical description of the proposed Contract Area and other mapping requirements for the purpose of area	Applicant / Client														



verification (1) Original Copy Or (1) Electronic Copy	
Sub Requirement	
<i>A.1.A. Mapping Requirements for Area Verification of RE Projects:</i>	
A.1.A.1. Location/Sketch map* of the project area/site (1) Original Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>The map should show its boundaries in relation to major environmental features, using a NAMRIA topographic map or any available administrative basemap at a scale of at least 1:50,000. The map must contain the PRS'92 geographic coordinates of all boundary corners of the project area.</i> <i>Notes:</i> • Project Area/Site – an RE project area/site subject to Area Verification. • Location/Sketch Map* - shall reflect all map details found in the Sample Map* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed by a licensed Geodetic Engineer (GE). The seal must be visibly shown on the scanned copy. • TD_FORM.xls* - Excel file which can be downloaded from the EVOSS website. The form should be accomplished and must contain the PRS'92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and a visible Geodetic Engineer's seal if the TD cannot be reflected on the map. • Computation of Area - For project areas conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block; otherwise, the projected area (PTM-Zone I to V) will be considered. Reminder: The required geographic coordinates system is PRS '92. Google Earth uses a different coordinate system. *The following maps and form can be accessed through the EVOSS website under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms): Sample Map A – Blocking Sample Map B – Non-Blocking TD_FORM.xls	
A.1.A.2. Photocopy/Scanned copy of PRC Card of the Geodetic Engineer (1) Certified True Copy Or (1) Electronic Copy	Professional Regulation Commission - Licensure and Registration Division - Registration Section
<i>Remarks:</i> <i>Validity should cover the date of map preparation.</i>	



A.1.A.3. Professional Tax Receipt of the Geodetic Engineer (1) Certified True Copy Or (1) Electronic Copy	Municipal/City Hall - Office of the Municipal/City Treasurer
A.1.A.4. Excel file or a printed form, following the format in TD_FORM.xls* (1) Electronic Copy Or (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Should contain the PRS'92 geographic coordinates of all boundary corners.</i> <i>*The template form can be accessed through the EVOSS website under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms).</i>	
A.2. Technical Requirements (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
Sub Requirement	
<i>A.2.A. For Pre-Development Stage</i>	
A.2.A.1. Detailed Resource Assessment Studies (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
<i>A.2.B. For Development Stage</i>	
A.2.B.1. Full-Blown Feasibility Studies (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
A.3. Work Program in Gantt Chart following the applicable template (1) Original Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>1. Biomass (Annex-A of DC2024-06-0018)</i> <i>2. Waste-to-Energy (Annex-B of DC2024-06-0018)</i> <i>3. Geothermal (Annex-C of DC2024-06-0018)</i> <i>4. Onshore Wind (Annex-H of DC2024-06-0018)</i> <i>5. Offshore Wind (Annex-I of DC2024-06-0018)</i>	
B. Proof of Possessory Rights (For Solar/Biomass/Waste-to-Energy Projects)	
Sub Situational Requirement/s	
B.a. For Private Lands, in the order, any of precedence, any of the following documents may be submitted:	
B.a.1. Certificate of Titles to the real properties in the name of the RE Applicant; or (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client



B.a.2. Contracts, Deeds, Agreements and the like that unconditionally grant the SEOC/BEOC/WTEOC Applicant ownership or right to possess the real properties for purposes of construction, installation, maintenance, and operation of the Solar/Biomass/Waste-to Energy Project thereon; or (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
B.a.3. Contracts, Deeds, Agreements, and the like that unconditionally grant the SEOC/BEOC/WTEOC Applicant an exclusive option to acquire the ownership or the right to possess the real properties: Provided, that the right to construct, install, maintain and operate the solar/biomass/waste-to-energy power project thereon is vested unto the SEOC/BEOC/WTEOC Applicant. (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
B.a.4. If the acceptable proof of ownership or possessory rights are not available and the Area of Interest (AOI) is not subject of a conflicting claim, the RE Applicant shall submit the following: (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf ; and</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note: <i>Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.</i>	
B.b. For public lands, in the order of precedence, any of the following documents may be submitted:	
B.b.1. Permits and clearances issued in favor of the RE Applicant by a government agency or instrumentality that has jurisdiction over the AOI, authorizing the use of such AOI for solar/biomass/waste-to-energy power project; or (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
B.b.2. Any other permits issued by the relevant government agency or instrumentality, including Notice of Award. (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
B.b.3. If the acceptable proof of ownership or possessory rights are not available and the AOI is not subject of a conflicting claim, the RE Applicant shall submit the	Applicant / Client



following: (1) Certified True Copy Or (1) Electronic Copy	
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf.</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note: <i>Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.</i>	
B.b.4. Supporting Document to the acceptable proof of ownership or possessory rights (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>If the registered owner of the real property is a corporation, Board Resolution or Secretary's Certificate issued by such corporation; and</i> <i>If the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner's representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like;</i>	
B.c. Supporting Document to the acceptable proof of ownership or possessory rights	
B.c.1. Board Resolution or Secretary Certificate of the RE Applicant (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>If the registered owner of the real property is a corporation, Board Resolution or Secretary's Certificate issued by such corporation; and</i> <i>If the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner's representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like.</i>	
B.c.2. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like. (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
B.d. Scanned copy of the sworn statement of RE Applicant's authorized representative, detailing the proof of ownership or possessory rights	
B.d.1. Denomination of the contracts, deeds, agreements, etc., the date/s of execution and the term thereof, with	Applicant / Client



inclusive dates (1) Certified True Copy Or (1) Electronic Copy				
B.d.2. Names and addresses of the parties to the contracts, deeds, agreements, etc., indicating their relation, e.g., seller and buyer, lessor, and lessee, and the like (1) Certified True Copy Or (1) Electronic Copy		Applicant / Client		
B.d.3. Specific section/clause in the contract, deed, agreement, etc. by which the ownership or possession of the real property is conveyed, with the said provision quoted in full (1) Certified True Copy Or (1) Electronic Copy		Applicant / Client		
B.d.4. Affirmation that the conveyance is effective, or a summary of the limitations, conditions and other terms that must be complied with before the conveyance becomes effective (1) Certified True Copy Or (1) Electronic Copy		Applicant / Client		
B.d.5. Notarized date of the above documents (1) Certified True Copy Or (1) Electronic Copy		Applicant / Client		
B.d.6. Read-only Excel file/Documents attached to the sworn statement where the details below are presented (1) Certified True Copy Or (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> 1. <i>RE Applicant's authority to acquire ownership/possession and that its counterparty in the contracts, deeds, agreements, etc. has the right and/or authority to dispose of the same in favor the RE Applicant; and</i> 2. <i>Confirmation that the contract, deed, agreement, etc. was executed by persons with the right to dispose of the ownership or possession of the real properties</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Applications Determined Qualified 1.A.Applicant submits the complete documentary requirements Location: For submission of requirements: DOE - Records	1.A.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	• Science Research Specialist (SRS); Concerned REMB Division • Chief; Records Management Division (RMD)



Management Division or REMB Email Notes/Instruction:			
For Agency Action 1.A.1: - If the submission is incomplete, the Concerned REMB Division notifies the applicant to update the submission. - Upon resubmission, the Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days. - If the submission is still incomplete, the Concerned REMB Division notifies the applicant on the cancellation of the application. - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of the notice, the application will be deemed abandoned.	1.A.2. Concerned REMB Division conducts Technical Evaluation and endorses the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS), if necessary	5 calendar day/s	- Chief; Concerned REMB Division - Director; Concerned REMB Division
	1.A.3. FS, LS, and/or ITMS conduct simultaneous Financial and Legal Evaluations, and/or Area Verification	5 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Renewable Energy Resources Compliance Division (RERCD) - Director; Financial Services (FS) - Chief; Information Technology and Management



For Agency Action 1.A.2 - In case the evaluation of the Concerned REMB Division shows: a. that there are additional costs to be incurred that should warrant another financial evaluation ; b. if there are any legal concerns on the RE project; and/or c. if there is a need for re-plotting of the Contract Area/location, the Concerned REMB Division shall endorse the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS). For Agency Action 1.A.4: - If not qualified, the Concerned	1.A.4. Concerned REMB Division consolidates all the evaluation results and endorses, through the REMB Director, the recommendation for concurrence of LS 1.A.5. LS acts on the recommendation and Concerned REMB Division endorses the recommendation to the Assistant Secretary			nt Services (ITMS) - Director; Information Services Division (ISD) 2 calendar day/s - Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) 2 calendar day/s - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Concerned REMB Division
---	--	--	--	--



REMB Division notifies the applicant to submit rectified documents within fourteen (14) calendar days. ◦ If the applicant failed to submit the rectified documents within fourteen (14) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.A.6: • If disapproved, the Assistant Secretary returns the application to Concerned REMB Division for further action. For Agency Action 1.A.7: • If disapproved, the Undersecretary returns the application to Concerned REMB Division for further action.			
	1.A.6. Assistant Secretary acts on the recommendation and Concerned REMB Division endorses the recommendation to the Undersecretary	2 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary • Chief; Concerned REMB Division
	1.A.7. Undersecretary acts on the recommendation and Concerned REMB Division endorses the recommendation to the Secretary	2 calendar day/s	• Undersecretary; Office of the Undersecretary • Chief; Concerned REMB Division
	1.A.8. The Secretary acts on the recommendation	5 calendar day/s	• Secretary; Office of the Secretary
	1.A.9. Concerned REMB Division notifies the applicant, LS, FS, and ITMS on the approval and transmits a copy of the Approval Letter and amended	1 calendar day/s	• SRS; Concerned REMB Division



For Agency Action 1.A.8:	Contract / Certificate of Registration to the applicant			
If disapproved, the Secretary returns the application to Concerned REMB Division				
*For Applications Determined Not Qualified 1.B.Applicant submits the complete documentary requirements Location: For submission of requirements: DOE - Records Management Division or REMB Email Notes/Instruction: For Agency Action 1.B.1: - If the submission is incomplete, the Concerned REMB Division notifies the applicant to update the submission. - Upon resubmission, the Concerned REMB Division checks the completeness and consistency of the submission within three (3)	1.B.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	- SRS; Concerned REMB Division - Chief; Records Management Division (RMD)
	1.B.2. Concerned REMB Division conducts Technical Evaluation and endorses the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS), if necessary		5 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	1.B.3. FS, LS, and/or ITMS conduct simultaneous Financial and Legal Evaluations, and/or Area Verification		5 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Renewable Energy Resources Compliance



working days. • If the submission is still incomplete, the Concerned REMB Division notifies the applicant on the cancellation of the application. • If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of the notice, the application will be deemed abandoned.			e Division (RERCD) • Director; Financial Services (FS) • Chief; Information Technology and Management Services (ITMS) • Director; Information Services Division (ISD)
For Agency Action 1.B.2 • In case the evaluation of the Concerned REMB Division shows: 1. that there are additional costs to be incurred that should warrant another financial evaluation ; 2. if there are any legal concerns on the RE project; and/or 3. if there is a need for re-plotting of the	1.B.4. Concerned REMB Division consolidates all the evaluation results and recommends to the REMB Director for further action	2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
	1.B.5. If not qualified and applicant submits the rectified documents, Concerned REMB Division, LS, FS and ITMS conduct simultaneous Technical, Legal, and Financial re-evaluations, and Area re-verification (whichever is applicable)	5 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD)



Contract Area/location, the Concerned REMB Division shall endorse the request to the Financial Services (FS), Legal Services (LS), and/or Information Technology and Management Services (ITMS). For Agency Action 1.B.2 and 1.B.3: - If not qualified, the Concerned REMB Division notifies the applicant to submit rectified documents within fourteen (14) calendar days. - If the applicant failed to submit the rectified documents within fourteen (14) calendar days upon receipt of notice, application will be deemed abandoned. For Agency Action 1.B.6: - If not qualified, the Concerned REMB Division endorses				- Director; Legal Services (LS) - Chief; Renewable Energy Resources Compliance Division (RERCD) - Director; Financial Services (FS) - Chief; Information Technology and Management Services (ITMS) - Director; Information Services Division (ISD)
	1.B.6. Concerned REMB Division consolidates all the re-evaluation results and endorses, through the REMB Director, the recommendation for concurrence of LS.		2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	1.B.7. LS acts on the recommendation and Concerned REMB Division endorses the recommendation to the Assistant Secretary		2 calendar day/s	Chief; Renewable Energy Legal Services Division (RELSD)



through the REMB Director, the denial of the application to the Assistant Secretary.				- Director; Legal Services (LS) - Chief; Concerned REMB Division
For Agency Action 1.B.7:				
If not compliant, LS returns the application to Concerned REMB Division for further action.	1.B.8. Assistant Secretary acts on the recommendation and Concerned REMB Division endorses the recommendation to the Undersecretary		2 calendar day/s	- Assistant Secretary; Office of the Assistant Secretary - Chief; Concerned REMB Division
For Agency Action 1.B.8:				
If disapproved, the Assistant Secretary returns the application to Concerned REMB Division for further action.	1.B.9. Undersecretary acts on the recommendation and Concerned REMB Division endorses the recommendation to the Secretary		2 calendar day/s	- Undersecretary; Office of the Undersecretary - Chief; Concerned REMB Division
For Agency Action 1.B.9:				
If disapproved, the Undersecretary returns the application to Concerned REMB Division for further action.	1.B.10. The Secretary acts on the recommendation		5 calendar day/s	Secretary; Office of the Secretary
For Agency Action 1.B.10:				
If disapproved, the Secretary returns the application to Concerned REMB Division	1.B.11. Concerned REMB Division notifies the applicant, LS, FS, and ITMS on the approval and transmits a copy of the Approval Letter and amended Contract / Certificate of Registration to the applicant		1 calendar day/s	SRS; Concerned REMB Division



for further action.		Total Processing Time:
*For Applications Determined Qualified		Calendar Days: 24 calendar day/s Working Days: 3 working day/s
*For Applications Determined Not Qualified		Calendar Days: 31 calendar day/s Working Days: 3 working day/s
		Total Processing Fee:
*For Applications Determined Qualified		Total Standard Fee: None
*For Applications Determined Not Qualified		Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



3. REMB-REMB03 Certificate of Registration for Own-Use

RE Developers generating power for own-use shall register with the DOE to avail of any incentives under the RE Act.

Office or Division:	Renewable Energy Management Bureau (REMB)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	RE Developers
Operating Hours:	24/7
Statute:	Republic Act No. 9513 - An Act Promoting the Development, Utilization and Commercialization of Renewable Energy Resources and for Other Purposes
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application Letter (1) Original Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Must be addressed to the REMB Director.</i>	
2. Project Description (1) Original Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Should include the details of the following:</i> 1. Technical Design: 1. Single Line Diagrams of Alternating Current and Direct Current (if applicable) 2. Mass Energy Balance (if applicable) 2. Target Commissioning Date 3. Project Location	
For Situational Requirement	
A. Legal Requirements	
Sub Situational Requirement/s	
A.a. For Individual or Proprietorship	
A.a.1. Passport or any valid government-issued Identification Card (ID)	



- **Philippine Identification (PhilID) / ePhilID:** The national ID, providing a unified identification for Filipinos and resident aliens.
- **Passport:** Issued by the Department of Foreign Affairs (DFA), primarily for international travel.
- **Driver's License:** Issued by the Land Transportation Office (LTO), also serves as a permit to operate motor vehicles.
- **SSS UMID Card:** A unified ID for Social Security System (SSS) members.
- **PRC ID:** Issued to professionals who have passed licensure exams.
- **Voter's ID:** Issued by the Commission on Elections (COMELEC), proving registration and voting eligibility.
- **PhilHealth ID:** Proof of membership and registration with PhilHealth.
- **Postal ID:** Widely accepted for various transactions.
- **GSIS e-Card:** For members of the Government Service Insurance System.
- **OWWA ID:** For Overseas Filipino Workers (OFW) registered with the Overseas Workers Welfare Administration.
- **TIN Card:** Issued by the Bureau of Internal Revenue (BIR).
- **Senior Citizen ID:** For individuals aged 60 and above.
- **PWD ID:** For Persons with Disabilities.
- **Integrated Bar of the Philippines (IBP) ID:** Issued to Filipino lawyers.
- **Pag-IBIG Loyalty Card:** For members of the Home Development Mutual Fund (Pag-IBIG).
- **OFW ID/iDOLE Card:** For registered Overseas Filipino Workers.

A.b. For Corporation / Joint Venture / Consortium / Cooperative

A.b.1. Certified Copy of Registration
(1) Original Copy Or (1) Electronic Copy

See General Remarks* - See General Remarks*

Remarks:

Securities and Exchange Commission (SEC), or Cooperative Development Authority (CDA), or National Electrification Administration (NEA)

A.c. If filed by a Representative:

A.c.1. Special Power of Attorney (for Individual or Proprietorship) or Secretary's Certificate/Board Resolution (for Corporation or Joint Venture or Consortium or Cooperative) of the authorized representative/s
(1) Original Copy Or (1) Electronic Copy

Applicant / Client

A.c.2. Passport or any valid government-issued ID of the authorized representative

- **Philippine Identification (PhilID) / ePhilID:** The national ID, providing a unified identification for Filipinos and resident aliens.
- **Passport:** Issued by the Department of Foreign Affairs (DFA), primarily for international travel.
- **Driver's License:** Issued by the Land Transportation Office (LTO), also serves as a permit to operate motor vehicles.
- **SSS UMID Card:** A unified ID for Social Security System (SSS) members.
- **PRC ID:** Issued to professionals who have passed licensure exams.
- **Voter's ID:** Issued by the Commission on Elections (COMELEC), proving registration and voting eligibility.
- **PhilHealth ID:** Proof of membership and registration with PhilHealth.



- **Postal ID:** Widely accepted for various transactions.
- **GSIS e-Card:** For members of the Government Service Insurance System.
- **OWWA ID:** For Overseas Filipino Workers (OFW) registered with the Overseas Workers Welfare Administration.
- **TIN Card:** Issued by the Bureau of Internal Revenue (BIR).
- **Senior Citizen ID:** For individuals aged 60 and above.
- **PWD ID:** For Persons with Disabilities.
- **Integrated Bar of the Philippines (IBP) ID:** Issued to Filipino lawyers.
- **Pag-IBIG Loyalty Card:** For members of the Home Development Mutual Fund (Pag-IBIG).
- **OFW ID/IDOLE Card:** For registered Overseas Filipino Workers.

B. Signed and Notarized Affidavit of Acquisition of Possessory Rights following the approved template

Sub Situational Requirement/s

B.a. For Private Property:

B.a.1. Affidavit on Acquisition of Ownership/Possessory Rights over Private Property
(1) Original Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

Annex "A" of DOE Advisory No. 3 dated 29 April 2023
(<https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rightsrequirements-contractapplications?withshield=1>)

B.b. For Public Property:

B.b.1. Affidavit of Filing of Application to Acquire Ownership/Possessory Rights over Public Property
(1) Original Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

Annex "B" of DOE Advisory No. 3 dated 29 April 2023
(<https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rightsrequirements-contractapplications?withshield=1>)

B.b.2. Board Resolution authorizing the affiant to execute the instrument for and on behalf of the RE Applicant
(1) Original Copy Or (1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer submits online thru the EVOSS system	1.1. Concerned REMB Division checks the	None	3 working day/s	Science Research Specialist



the complete set of documentary requirements Location: For submission of requirements: DOE-Records Management Division or REMB E-mail (remb9513@doe.gov.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 the submission is complete, Concerned REMB Division transmits the Order of Payment within one (1) working day to pay for the Application Fee; Accounting Division notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days.	completeness and consistency of the submission			(SRS); Concerned REMB Division
	1.2. Concerned REMB Division generates a Billing Statement, and endorses it to Accounting Division for the later to issue an Order of Payment. Concerned REMB Division shall then transmit the issued Order of Payment to the Applicant.	1 working day/s		- Chief; Renewable Energy Management Bureau (REMB) - Chief; Accounting Division (AD)



If submission is incomplete, Concerned REMB Division notifies the RE Developer to update the submission				
*For Application Determined Qualified 2.A.Applicant pays the necessary fees and transmits the proof of payment to DOE Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment or submission of documents: DOE-Records Management Division or REMB E-mail (remb9513@doe.gov.ph)	2.A.1. If Payment has been made, Treasury Division validates the proof of payment	Formula Fees Breakdown: Application Fee	1 working day/s	Chief; Treasury Division (TD)
	2.A.2. Treasury Division transmits the Invoice/Official Receipt to the Applicant		1 working day/s	Chief; Treasury Division (TD)

Notes/Instruction:

For Client Step 2

- Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned.

For Agent Action 2.1:

- If the Payment is invalid, Treasury Division notifies the Applicant thru a system generated email



to rectify the payment within two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, Concerned REMB Division notifies the Applicant of the notice of disqualification. For Agency Action 2.A.3: • If not qualified, the Concerned Units notifies the Applicant to submit within five (5) calendar days. ◦ If the Applicant	2.A.3. Concerned REMB Division and LS conducts technical and legal evaluations.	5 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
--	--	-------------------------	---



uploads the rectified documents within the prescribed timeframe, Concerned Units to check the completeness of the submission within three (3) working days. ◦ If the Applicant failed to submit within the prescribed timeframe, Concerned REMB Division notifies the Applicant on the abandonment of application. ◦ If the submission is incomplete and the Applicant consumed the five (5) calendar days, Concerned REMB Division and RELSD proceed	2.A.4. Concerned REMB Division consolidates all the evaluation results, recommends to the REMB Director for further action, and endorses thru REMB Director the recommendation for approval of LS		2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD)
	2.A.5. LS concurs on the recommendation.		2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director ; Legal Services (LS)



with the re-evaluation because the Applicant already consumed the five (5) calendar days. ◦ If the submission is incomplete and the Applicant does not consumed the five (5) calendar days, Concerned REMB Division notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (5-x working days). For Agency Action 2.A.6: • If not concurred, the Assistant Secretary returns to Concerned REMB Division for further action.	2.A.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	• Chief; Concerned REMB Division • Chief; Concerned REMB Division • Assistant Secretary ; Office of the Assistant Secretary
--	---	-------------------------	---



For Agency Action 2.A.7: - If not concurred, the Undersecretary returns to Concerned REMB Division for further action. For Agency Action 2.A.8: - If not approved, the Secretary returns to Concerned REMB Division for further action.	2.A.7. Undersecretary acts on the Recommendation. Concerned REMB Division then endorses the recommendation to the Secretary.		2 calendar day/s	- Chief ; Concerned REMB Division - Undersecretary ; Office of the Undersecretary
	2.A.8. The Secretary acts on the recommendation.		7 calendar day/s	Secretary; Office of the Secretary
	2.A.9. Concerned REMB Division transmits to the RE Developer the signed letter and COR		1 calendar day/s	SRS; Concerned REMB Division
*For Application Determined Not Qualified	2.B.1. If Payment has been made, Treasury	Formula Fees Breakdown:	1 working day/s	Chief ; Treasury



2.B.Applicant rectifies the submission within five (5) calendar days Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment or submission of documents: DOE-Records Management Division or REMB E-mail (remb9513@doe.gov.ph) Notes/Instruction: For Client Step 2 • If failure to rectify within five (5) calendar days, the RE Developer will receive notification of deemed abandoned • Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agent Action 2.B.1: • If the Payment is invalid, Treasury Division notifies the Applicant thru a system generated email to rectify the payment within	Division validates the proof of payment	Application Fee		Division (TD)
	2.B.2. Treasury Division transmits the Invoice/Official Receipt to the Applicant		1 working day/s	• Chief ; Treasury Division (TD)
	2.B.3. Concerned REMB Division and LS conducts technical and legal evaluations.		7 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)



two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, Concerned REMB Division notifies the Applicant of the notice of disqualification. For Agency Action 2.B.3: • If not qualified, the Concerned Units notifies the Applicant to submit within five (5) calendar days. ◦ If the Applicant uploads the				
	2.B.4. Concerned REMB Division consolidates all the evaluation results and recommends to the REMB Director for further action		2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
	2.B.5. Concerned unit/s conduct re-evaluations		5 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief ; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)



	rectified documents within the prescribed timeframe, Concerned Units to check the completeness of the submission within three (3) working days.			
	◦ If the Applicant failed to submit within the prescribed timeframe, Concerned REMB Division notifies the Applicant on the abandonment of application.	2.B.6. Concerned REMB Division consolidates all the re-evaluation results, recommends to the REMB Director for further action	2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
	◦ If the submission is incomplete and the Applicant consumed the five (5) calendar days, Concerned REMB Division and RELSD proceed with the re-	2.B.7. LS concurs on the recommendation.	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD)



evaluation because the Applicant already consumed the five (5) calendar days. ◦ If the submission is incomplete and the Applicant does not consumed the five (5) calendar days, Concerned REMB Division notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (5-x working days). For Agency Action 2.B.6: • If not compliant, Concerned REMB Division endorses, thru the REMB Director, the denial of the application to the Assistant Secretary.			• Director ; Renewable Energy Legal Services Division (RELSD)
	2.B.8. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	• Chief ; Concerned REMB Division • Assistant Secretary; Office of the Assistant Secretary
	2.B.9. Undersecretary acts on the Recommendation. Concerned REMB Division then endorses the recommendation to the Secretary.	2 calendar day/s	• Chief; Concerned REMB Division • Undersecretary; Office of the



For Agency Action 2.A.8: If not concurred, the Assistant Secretary returns to Concerned REMB Division for further action.				Undersecretary
For Agency Action 2.A.9: If not concurred, the Undersecretary returns to Concerned REMB Division for further action.	2.B.10. The Secretary acts on the recommendation.		7 calendar day/s	Secretary; Office of the Secretary
For Agency Action 2.A.10: If not approved, the Secretary returns to Concerned REMB Division for further action.	2.B.11. Concerned REMB Division transmits to the RE Developer the signed letter and COR		1 calendar day/s	SRS; Concerned REMB Division
Total Processing Time:				
*For Application Determined Qualified		Calendar Days: 21 calendar day/s Working Days: 6 working day/s		
*For Application Determined Not Qualified		Calendar Days: 30 calendar day/s Working Days: 6 working day/s		
Total Processing Fee:				
*For Application Determined Qualified		Total Standard Fee: None See other fees below		
*For Application Determined Not Qualified		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				



- Application Determined Qualified
Application Fee
 - Hydropower - PHP 11,600.00
 - Geothermal - PHP 11,600.00
 - Solar - PHP 11,600.00
 - Wind - PHP 11,600.00
 - Biomass - PHP 12,650.00

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



4. REMB-REMB04 Conversion to the New Renewable Energy (RE) Contract Template

Within one (1) year from the effectivity of this Department Circular No. DC2024-06-0018, an RE Developer may apply for conversion of its RE Contract to the new RE Contract templates provided in Annexes “A” to “K” of the said DC. However, the period of the RE Contract to be issued in relation thereto shall be the balance of the contract term remaining under the existing and valid service/operating contract or agreement.

Office or Division:	Renewable Energy Management Bureau (REMB)								
Classification:	Highly Technical								
Type of Transaction:	G2B (Government to Business)								
Who may avail:	RE Developers that are substantially compliant with the approved Work Program/Work Plan and the material terms and conditions of the RE Contract for the past six (6) months prior to the date of filing its application for conversion. For RE Developers with RE Contracts executed less than six (6) months from the date of application for conversion, the evaluation shall be based on their compliance with the approved Work Program and the material terms and conditions from the time of the award of the RE Contract until the filing of the application.								
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								
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Application Letter addressed to the REMB Director (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>2. Work Program covering the first five (5) Years of the remaining term of the existing RE Contract, reckoned from the date of its execution. (1) Electronic Copy</td><td>Applicant / Client</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application Letter addressed to the REMB Director (1) Electronic Copy	Applicant / Client	2. Work Program covering the first five (5) Years of the remaining term of the existing RE Contract, reckoned from the date of its execution. (1) Electronic Copy	Applicant / Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE								
For Standard Requirement									
1. Application Letter addressed to the REMB Director (1) Electronic Copy	Applicant / Client								
2. Work Program covering the first five (5) Years of the remaining term of the existing RE Contract, reckoned from the date of its execution. (1) Electronic Copy	Applicant / Client								
<i>Remarks:</i> <i>Work Program should follow the following template under the DC2024-06-0018:</i> 1. Biomass (Annex-A of DC2024-06-0018) 2. Waste-to-Energy (Annex-B of DC2024-06-0018) 3. Geothermal (Annex-C of DC2024-06-0018) 4. Land-Based Solar (Annex-D of DC2024-06-0018) 5. Floating Solar (Annex-E of DC2024-06-0018) 6. Hydro (Annex-F of DC2024-06-0018) 7. Ocean (Annex-G of DC2024-06-0018)									



8. Onshore Wind (Annex-H of DC2024-06-0018)
9. Offshore Wind (Annex-I of DC2024-06-0018)

3. Revised Contract Area following the mapping requirements provided in Annex "N" of DC2024-06-0018, as applicable: (1) Electronic Copy	Applicant / Client
Remarks: NOTES: • Project Area/Site – an RE project area/site subject to Area Verification. • Location/Sketch Map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer. • TD_Form.xls* - use the Excel file which is downloaded from the EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map. • Computation of Area - For project area conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered. Reminder: • The required geographic coordinates system is PRS'92. • Locations from Google Earth have a different coordinate system. List of Templates and Sample Maps (for reference) under DC2024-06-0018: • Annex N.1 - TD_FORM.xls • Annex N.2 - Sample Map 1 – Blocking • Annex N.3 - Sample Map 2 – Non-Blocking • Annex N.4 - Sample Map 3 – Hydro Power Project	
Sub Requirement	
3.A. Location/Sketch map* of the project area/site	
3.A.1. Location/Sketch map* of the project area/site (1) Electronic Copy	Applicant / Client
Remarks: <i>It is required to show its boundaries in relation to major environmental features using a NAMRIA topographic map or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydro).</i>	
3.B. Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer	
3.B.1. Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer	



Professional Identification Card (PIC) or PRC license - Professional Regulation Commission (PRC)

Remarks:

Validity should cover the date of map preparation

3.C. Excel file (TD_FORM.xls* for Blocking and ISD LD for Non-Blocking)

3.C.1. Excel file (TD_FORM.xls* for Blocking and ISD LD for Non-Blocking)
(1) Electronic Copy

Applicant / Client

Remarks:

It should containing the PRS'92 geographic coordinates of all boundary corners (except Hydro Application).

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits thru the EVOSS System the complete 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:	1.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	Science Research Specialist (SRS); Concerned REMB Division
	1.2. Concerned REMB Division and RELSD conduct technical and legal (if required) evaluations		5 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal



- If submission is incomplete, REMB 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 EVOSS System. - If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request. For Agency Action 1.3: - If failed, Concerned REMB Division thru EVOSS notifies the RE Developer, and LS of the disapproval For Agency Action 1.7: - If not concurred, Concerned				Services (LS)
	1.3. Concerned REMB Division consolidates the evaluation results and drafts the New RE Contract, and Memorandum to the Secretary recommending the award of the New RE Contract	2 calendar day/s		- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	1.4. ITMS prepares the Contract Area Map	3 calendar day/s		- Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS)
	1.5. Concerned REMB Division, through the REMB Director, prepares and endorses the recommendation of award to LS for concurrence	5 calendar day/s		- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD)
	1.6. LS concurrence to the recommendation	3 calendar day/s		Chief; Renewable Energy Legal Services



REMB Division thru EVOSS notifies the RE Developer, LS and ITMS on the disapproval				Division (RELSA) • Director; Legal Services (LS)
For Agency Action 1.8: • If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, LS and ITMS on the disapproval	1.7. Assistant Secretary acts on the recommendation and concerned REMB Division endorses the recommendation to the Undersecretary		2 calendar day/s	• Chief; Concerned REMB Division • Assistant Secretary; Office of the Assistant Secretary
For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	1.8. Undersecretary acts on the recommendation, if concurred, the concerned REMB Division notifies the applicant to pre-sign the contract		2 calendar day/s	• Chief; Concerned REMB Division • Undersecretary; Office of the Undersecretary
2. Applicant pre-signs the RE Contract under the new template Location: For the Pre-Signing of RE Contract: REMB Office For receiving the digital RE Contract: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 2: • If the applicant failed to pre-sign the RE Contract within thirty (30)	2.1. Concerned REMB Division validates the pre-signed RE Contract	None	1 working day/s	• Chief; Concerned REMB Division
	2.2. Concerned REMB Division endorses the pre-signed RE Contract to the Secretary for consideration		1 calendar day/s	• Chief; Concerned REMB Division



calendar days, the application will be deemed abandoned.				
For Agency Action 2.3:				
If disapproved by the Secretary, the concerned REMB Division notifies the applicant, LS and ITMS on the disapproval.	2.3. Secretary acts on the Application		7 calendar day/s	Secretary; Office of the Secretary
If the processing of the application exceeded the timeframe, the EVOSS System notifies the concerned REMB Division, applicant, LS, and ITMS of the issuance of 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	2.4. Concerned REMB Division through the EVOSS System uploads the copy of the New RE Contract		1 calendar day/s	SRS; Concerned REMB Division

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: 31 calendar day/s Working Days: 4 working day/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



5. REMB-REMB05 Renewable Energy Contract Application (except Solar Projects)

An agreement between the DOE and an RE Developer for the development and/or utilization of RE resources shall be covered by an RE Service/Operating Contract

Office or Division:	Renewable Energy Management Bureau (REMB)																
Classification:	Highly Technical																
Type of Transaction:	G2B (Government to Business)																
Who may avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2024-06-0018																
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																
<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. Passport or any valid government-issued ID of the authorized representatives, signatory and witness to the RE Contract (1) Certified True Copy</td><td>Various Issuing Government Agencies - DFA, PSA, PRC etc.</td></tr> <tr> <td>2. Technical Requirements (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2">Sub Requirement</td></tr> <tr> <td colspan="2"><i>2.A. 1. Work Program in Gantt Chart following the applicable template</i></td></tr> <tr> <td>2.A.1. Work Program in Gantt Chart following the applicable template (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> Remarks: 1. Biomass (Annex-A of DC2024-06-0018) 2. Waste-to-Energy (Annex-B of DC2024-06-0018) 3. Geothermal (Annex-C of DC2024-06-0018) 4. Hydro (Annex-F of DC2024-06-0018) 5. Ocean (Annex-G of DC2024-06-0018) 6. Onshore Wind (Annex-H of DC2024-06-0018) 7. Offshore Wind (Annex-I of DC2024-06-0018) </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Passport or any valid government-issued ID of the authorized representatives, signatory and witness to the RE Contract (1) Certified True Copy	Various Issuing Government Agencies - DFA, PSA, PRC etc.	2. Technical Requirements (1) Electronic Copy	Applicant / Client	Sub Requirement		<i>2.A. 1. Work Program in Gantt Chart following the applicable template</i>		2.A.1. Work Program in Gantt Chart following the applicable template (1) Electronic Copy	Applicant / Client	Remarks: 1. Biomass (Annex-A of DC2024-06-0018) 2. Waste-to-Energy (Annex-B of DC2024-06-0018) 3. Geothermal (Annex-C of DC2024-06-0018) 4. Hydro (Annex-F of DC2024-06-0018) 5. Ocean (Annex-G of DC2024-06-0018) 6. Onshore Wind (Annex-H of DC2024-06-0018) 7. Offshore Wind (Annex-I of DC2024-06-0018)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																
For Standard Requirement																	
1. Passport or any valid government-issued ID of the authorized representatives, signatory and witness to the RE Contract (1) Certified True Copy	Various Issuing Government Agencies - DFA, PSA, PRC etc.																
2. Technical Requirements (1) Electronic Copy	Applicant / Client																
Sub Requirement																	
<i>2.A. 1. Work Program in Gantt Chart following the applicable template</i>																	
2.A.1. Work Program in Gantt Chart following the applicable template (1) Electronic Copy	Applicant / Client																
Remarks: 1. Biomass (Annex-A of DC2024-06-0018) 2. Waste-to-Energy (Annex-B of DC2024-06-0018) 3. Geothermal (Annex-C of DC2024-06-0018) 4. Hydro (Annex-F of DC2024-06-0018) 5. Ocean (Annex-G of DC2024-06-0018) 6. Onshore Wind (Annex-H of DC2024-06-0018) 7. Offshore Wind (Annex-I of DC2024-06-0018)																	



2.A.2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (1) Electronic Copy	Department of Energy - ITMS- ISD
<i>Remarks:</i> <i>Area Clearance and Verified Map issued by the Department of Energy through the Pre-Application Process</i>	
2.A.3. (For Biomass and WTE) Feasibility Study which shall include: (1) Electronic Copy	Applicant / Client
Sub Requirement	
2.A.3.A. Mass Energy Balance Diagram	
2.A.3.B. Site Development Plan	
2.A.3.C. Fuel Supply and Logistic Study	
2.A.3.D. Waste Analysis and Characterization Study (additional if MSW)	
For Situational Requirement	
A. Legal Requirements	
Sub Situational Requirement/s	
A.a. Proof of Registration (Individual or Proprietorship)	
A.a.1. Birth Certificate issued by the Philippine Statistics Authority (PSA Certified) (1) Electronic Copy	Philippine Statistics Authority - Civil Registration Services Division
A.a.2. Current Business Permit (1) Electronic Copy	City/Municipal Government - City/Municipal Mayor's Office
A.a.3. Department of Trade and Industry (DTI) Registration, if applicable (1) Electronic Copy	Department of Trade and Industry - DTI Regional and Provincial Offices – Negosyo Center
A.a.4. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable) (1) Electronic Copy	Applicant / Client
A.b. Corporation/ Joint Venture/ Consortium/ Cooperative:	
A.b.1. By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders. (The purpose of the incorporated/unincorporated RE Applicant must include engaging in RE resource development) (SEC Certified or CDA-Certified or NEA-Certified) (1) Electronic Copy	Securities and Exchange Commission - Electronic Records Management Division (ERMD)



A.b.2. Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE, if applicable (1) Electronic Copy	Applicant / Client
A.b.3. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders (Certified True Copy of the SEC-received copy of the GIS) (1) Electronic Copy	Securities and Exchange Commission - Electronic Records Management Division (ERMD)
A.b.4. Current Business Permit (1) Electronic Copy	City/Municipal Government - City/Municipal Mayor's Office
A.b.5. Organizational Chart of the Company (1) Electronic Copy	Applicant / Client
A.c. Local Government Unit	
A.c.1. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE (1) Electronic Copy	Provincial, City, Municipal, and/or Barangay Government Council - concerned Sanggunian (Panlalawigan, Panlungsod, or Bayan)
B. Proof of Possessory Rights (For Biomass/Waste-to-Energy Projects)	
Sub Situational Requirement/s	
B.a. For Private Lands, in the order, any of precedence, any of the following documents may be submitted:	
B.a.1. Certificate of Titles to the real properties in the name of the RE Applicant; or (1) Electronic Copy	Applicant / Client
B.a.2. Contracts, Deeds, Agreements and the like that unconditionally grant the SEOC Applicant ownership or right to possess the real properties for purposes of construction, installation, maintenance, and operation of the Solar Power Project thereon; or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	
B.a.3. Contracts, Deeds, Agreements, and the like that unconditionally grant the SEOC Applicant an exclusive option to acquire the ownership or the right to possess the real properties: Provided, that the right to construct, install, maintain and operate the solar power project thereon is vested unto the SEOC Applicant. (1) Electronic Copy	Applicant / Client
B.a.4. If the acceptable proof of ownership or possessory rights are not available and the Area of Interest (AOI) is	Applicant / Client



not subject of a conflicting claim, the AOI is not subject for conflicting claim, the RE Applicant shall submit the following (1) Electronic Copy	
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf ; and</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note: <i>Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.</i>	
B.b. For public lands, in the order of precedence, any of the following documents may be submitted:	
B.b.1. Permits and clearances issued in favor of the RE Applicant by a government agency or instrumentality that has jurisdiction over the AOI authorizing the use of such AOI of the solar power project; or (1) Electronic Copy	Applicant / Client
B.b.2. Any other permits issued by the relevant government agency or instrumentality, including Notice of Award. (1) Electronic Copy	Applicant / Client
B.b.3. If the acceptable proof of ownership or possessory rights are not available and the AOI is not subject of a conflicting claim, the RE Applicant shall submit the following: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf.</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note: <i>Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.</i>	
B.c. Supporting Document to the acceptable proof of ownership or possessory rights	



B.c.1. Board Resolution or Secretary Certificate of the RE Applicant and (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>If the registered owner of the real property is a corporation, Board Resolution or Secretary's Certificate issued by such corporation; and</i> <i>If the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner's representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like;</i>	
B.c.2. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like (1) Electronic Copy	Applicant / Client
B.c.3. ii. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like (1) Electronic Copy	Applicant / Client
B.d. Scanned copy of the sworn statement of RE Applicant's authorized representative, detailing the proof of ownership or possessory rights	
B.d.1. Denomination of the contracts, deeds, agreements, etc., the date/s of execution and the term thereof, with inclusive dates; (1) Electronic Copy	Applicant / Client
B.d.2. Names and addresses of the parties to the contracts, deeds, agreements, etc., indicating their relation, e.g., seller and buyer, lessor, and lessee, and the like; (1) Electronic Copy	Applicant / Client
B.d.3. Specific section/clause in the contract, deed, agreement, etc. by which the ownership or possession of the real property is conveyed, with the said provision quoted in full (1) Electronic Copy	Applicant / Client
B.d.4. Affirmation that the conveyance is effective, or a summary of the limitations, conditions and other terms that must be complied with before the conveyance becomes effective (1) Electronic Copy	Applicant / Client
B.d.5. Notarized date of the above documents (1) Electronic Copy	Applicant / Client
B.d.6. Read-only Excel file attached to the sworn statement where the details below are presented (1) Original Copy	Applicant / Client



Remarks:

1. RE Applicant's authority to acquire ownership/possession and that its counterparty in the contracts, deeds, agreements, etc. has the right and/or authority to dispose of the same in favor the RE Applicant; and
2. Confirmation that the contract, deed, agreement, etc. was executed by persons with the right to dispose of the ownership or possession of the real properties.

C. Financial Requirements

Sub Situational Requirement/s

C.a. For Existing Organized Corporation operating more than a year

C.a.1. Audited Financial Statement (FS) for the last two (2) years and, if the filing date is three (3) months beyond the date of the submitted Audited FS, Unaudited FS is required, where the following financial analysis may be derived:
(1) Electronic Copy

Applicant / Client

Remarks:

1. Available Working Capital (AWC) = Liquid Assets Less Current Liabilities, where Liquid Assets is the Residual Current Assets less Non-Quick Assets (e.g. Inventories, Prepayments, etc.) and other financial commitment of the applicant for existing projects with the DOE.
2. Debt-to-Equity Ratio = Total Liabilities/Total Stockholders Equity where the ratio should not exceed:
 - For RE Developers that will serve as micro grid service provider, the Debt-to-Equity ratio shall not exceed 2.5:1.0
 - For Small to Medium Size RE Project, the Debt-to-Equity ratio shall not exceed 2.0:1.0

RE Resource

Potential Capacity

Biomass

up to 20.000MW

Waste-to-Energy

up to 12.000MW

Hydropower

up to 49.999MW

Wind (Offshore/Onshore)

up to 0.999MW

- For Large Size RE Project, the Debt-to-Equity ratio shall not exceed 1.5:1.0



RE Resource

Potential Capacity

Biomass

More than 20.000MW

Waste-to-Energy

More than 20.000MW

Hydropower

50.000MW and above

Wind (Offshore/Onshore)

1.000MW and above

- *For Geothermal and Ocean Projects, the Debt-to-Equity ratio shall not exceed 2.0:1.0*

3. Loans convertible to equity or convertible loans, typically used for preconstruction project funding, shall be regarded as part of equity for purposes of the calculation of the Debt-to-Equity Ratio: Provided, that the following conditions are present:

- *The Authorized Capital Stock is sufficient to absorb the equity converted; and*
- *Submission of loan agreement or arrangement with the current or prospective shareholder(s), and the corresponding notes on the FS*

4. Authorized Capital Stock – Amount should be enough to sustain its operation for the 1st year of the Work Program, if not sufficient and additional Capital is required, a Board Resolution should be submitted to support the increase in capitalization with a duly stamped received by the Securities & Exchange Commission (SEC).

5. For an Unaudited FS - Original Bank Certification to support the Cash in Bank balance as reflected in the financial statements.

Criteria for Financial Evaluation

- 1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.*
- 2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.*
- 3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.*

D. For Newly Organized Corporation, operating less than a year; or Subsidiary Corporation, newly organized or not; with insufficient funds to finance the proposed work program with guarantee from parent company, the RE Applicant shall submit on top of its financial requirements the following:

D.1. Parent Company's financial documents per item 1 above
(1) Electronic Copy

Applicant / Client



D.2. Duly notarized Letter of Undertaking/Support from the Parent Company to fund the work program. (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i>				
Criteria for Financial Evaluation				
<i>1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.</i>				
<i>2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.</i>				
<i>3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer 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 the submission is	1.1. Concerned REMB Division, RELSD, RERCD, and ITMS-ISD checks the completeness and consistency of the submission, and ITMS-ISD validates the area applied for the solar power project	None	3 working day/s	- Chief; Concerned REMB Division (except SEMD) - Chief; Information Services Division (ISD) - Chief; Renewable Energy Legal Services Division (RELSD) - Chief; Renewable Energy Resources Compliance Division (RERCD)



complete and the area is valid, Concerned REMB Division thru EVOSS System uploads the Order of Payment within one (1) working day to pay for the Application and Processing Fees; EVOSS System notifies RELSD, RERCD, and ITMS-ISD on the complete submission • If the area is valid and the submission is incomplete, EVOSS System notifies the Applicant thru a system generated email to update the submission within the validity of the Notice to Apply (NTA) • If the area is not valid, ITMS-ISD thru EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, and RERCD that the application is denied. • If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and				
	1.2. Concerned REMB Division will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. Concerned REMB Division shall then upload the issued Order of Payment to the Applicant thru EVOSS		1 working day/s	• Chief; Concerned REMB Division (except SEMD) • Chief; Accounting Division (AD)



notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day				
2.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system				
*For Application Determined Qualified 2.A.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 • Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agent Action 2.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within	2.A.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment	Formula Fees Breakdown: Application FeeProcessing Fee	1 working day/s	• Chief; Treasury Division (TD)
	2.A.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	• Chief; Treasury Division (TD)
	2.A.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, RELSD, and RERCD conducts simultaneous Technical, Legal, Possessory Rights and Financial Evaluations		7 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services



two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification. For Agency Action 2.A.3: • If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days. ◦ If the Applicant uploads the rectified	2.A.4. If Qualified, EVOSS notifies the ITMS-ISD and	3 calendar day/s	Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS) • Chief; Concerned REMB
--	---	-------------------------	--



document s within the prescribed timeframe, EVOSS System notifies the Concerned Units to check the completeness of the submission within three (3) working days. ◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application . ◦ If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS	Concerned REMB Division thru a system generated email to prepare the Contract Map, COR, RE Contract and Memorandum to the Secretary			Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD) • Director; Information Technology and Management Services (ITMS)
	2.A.5. RELSD concurs on the recommendation and upload the memorandum thru EVOSS system and notifies Concerned REMB Division thru a		2 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director ; Renewable



System notifies the Concerned REMB Division, RELSD, and RERCD to proceed with the re-evaluation because the Applicant already consumed the ten (10) working days. ◦ If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days).	system generated email on the concurrence of the recommendation				Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
	2.A.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.			2 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Assistant Secretary ; Office of the Assistant Secretary



For Agency Action 2.A.6:				
If not concurred, Concerned REMB Division uploads the signed Disqualification Letter.				
For Agency Action 2.A.7:	2.A.7. Undersecretary acts on the recommendation.		2 calendar day/s	Undersecretary ; Office of the Undersecretary
If not concurred, Concerned REMB Division uploads the signed Disqualification Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval.	2.A.8. Concerned REMB Division notifies thru EVOSS the Applicant to pre-sign the contract		1 calendar day/s	Chief; Concerned REMB Division (except SEMD)
For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
*For Application Determined Not Qualified 2.B.Applicant rectifies the submission within ten (10) working days Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph)	2.B.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment	Formula Fees Breakdown: Application FeeProcessing Fee	1 working day/s	Chief ; Treasury Division (TD)
	2.B.2. The Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	Chief ; Treasury Division (TD)



Notes/Instruction: For Client Step 2				
• Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. • If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned	2.B.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, RELSD, and RERCD conducts simultaneous Technical, Legal, Possessory Rights and Financial Evaluations		7 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)
For Agency Action 2.B.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working				



days, the applicant will receive notification of deemed abandoned.			
• If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification. For Agency Action 2.B.3: • If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days. ◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies the Concerned Units to check the completeness of the submission within three (3) working days.	2.B.4. If not qualified, Concerned Unit to conduct re-evaluation	5 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief ; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief ; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)



◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application . ◦ If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS System notifies the Concerned REMB Division, RELSD, and RERCD to proceed with the re-evaluation because the Applicant already consumed the ten (10)	2.B.5. EVOSS System notifies the ITMS and Concerned REMB Division thru a system generated email to prepare the Contract Map, COR, RE Contract and Memo to the Secretary		3 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD) • Director ; Information Technology and Management Services (ITMS)
---	--	--	-------------------------	---



working days. o If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days).	2.B.6. RELSD concurs on the recommendation and upload the memorandum thru EVOSS system and notifies Concerned REMB Division thru a system generated email on the concurrence of the recommendation	2 calendar day/s	• Chief ; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director ; Renewable Energy Legal Services Division (RELSD)
For Agency Action 2.B.4: • If still not qualified, Concerned REMB Division uploads the signed disqualification letter within five (5) calendar days; EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, RERCD, and ITMS-ISD thru a system	2.B.7. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the	2 calendar day/s	• Chief ; Concerned REMB Division (except SEMD)



generated email of the disqualification. For Agency Action 2.B.8: If not concurred, Concerned REMB Division uploads the signed Disqualification Letter.	recommendation to the Undersecretary.			Assistant Secretary; Office of the Assistant Secretary
For Agency 2.B.8 If not concurred, Concerned REMB Division uploads the signed Disqualification Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	2.B.8. Undersecretary acts on the recommendation		2 calendar day/s	Undersecretary; Office of the Undersecretary
	2.B.9. Concerned REMB Division notifies thru EVOSS the Applicant to pre-sign the contract		1 calendar day/s	- Chief; Concerned REMB Division (except SEMD) - Director; Renewable Energy Management Bureau (REMB)
3. Applicant pre-signs the RE contract and submits to DOE Location:	3.1. Concerned REMB Division validates the pre-signed RE Contract	None	1 working day/s	Chief; Concerned REMB Division



EVOSS System (https://evoss.ph/) For Pre-Signing: REMB Office, DOE Notes/Instruction: For Client Step 3: - If applicant failed to pre-sign the RE Contract within the prescribed period of thirty (30) calendar days, EVOSS notifies the Applicant, Concerned REMB Division, RELSD, RERCD and ITMS-ISD that the application is deemed abandoned. For Agency Action 3.1: - If not valid and the Applicant consumed the prescribed timeframe, EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, ITMS-ISD and RERCD through a system generated email on the abandonment of the application.				(except SEMD)
If not valid and the Applicant does not consume the	3.2. The Secretary acts on the pre-signed RE contract		7 calendar day/s	Secretary ; Office of the Secretary



prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the incomplete Pre-Signed Contract. - If the pre-signed contact is incomplete, EVOSS System notifies the Applicant and Concerned REMB Division, RELSD, RERCD, and ITMS-ISD thru a system generated email on the Abandonment of the application. - If the pre-signed contact is complete; EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, RERCD, ITMS-ISD of the complete pre-signed contract and Concerned REMB Division endorses to the Secretary the Pre-Signed Contract. For Agency Action 3.2: - If the Secretary signed the RE contract,				
	3.3. Concerned REMB Division thru EVOSS issues the Order of Payment		1 calendar day/s	Chief; Solar Energy Management Division (SEMD)



Concerned REMB Division thru EVOSS issues the Order of Payment and the RE Applicant to pay for the signing fee within fifteen (15) calendar days. If not approved, Concerned REMB Division uploads the signed Disapproval Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval of the application. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				
4. Applicant pays the signing fee Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 4:	4.1. If Payment has been made, EVOSS notifies the Treasury Division to validate the proof of payment.	Formula Fees Breakdown: Signing Fee	1 working day/s	Chief; Treasury Division (TD)



- Failure to pay within fifteen (15) calendar days, the Applicant will receive a notification of deemed abandoned. For Agency Action 4.1: - If the payment is invalid, EVOSS System notifies the Applicant thru a system generated email to rectify the payment within two (2) working days. - If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. - If the payment is still invalid, EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, RERCD and ITMS-USD thru a system			
	4.2. The Treasury Division generates the Invoice/Official Receipt and upload it thru the EVOSS System	1 working day/s	Chief; Treasury Division (TD)
	4.3. Concerned REMB Division thru EVOSS uploads the Signed Contract and/or COR and encodes the RE Contract Number, COR Number and the Date of Award in the EVOSS System	1 calendar day/s	Chief; Concerned REMB Division (except SEMD)



generated email on the deemed abandoned.

For Agency Action 4.2

- If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of **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>

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:	
*For Application Determined Qualified	Calendar Days: 26 calendar day/s Working Days: 9 working day/s
*For Application Determined Not Qualified	Calendar Days: 31 calendar day/s Working Days: 9 working day/s
Total Processing Fee:	
*For Application Determined Qualified	Total Standard Fee: None See other fees below
*For Application Determined Not Qualified	Total Standard Fee: None See other fees below
Formula / Schedule of Fees • Signing Fee ◦ Hydropower - Php 5.00/kW ◦ Wind - Php 100.00/hectare ◦ Biomass - Php 5.00/kW (for 1MW below) ▪ Php 50,000.00 (for 1MW above) ◦ Geothermal - Php 11,600.00 ◦ Ocean - Php 1,000.00 • Application Fee - Hydropower - Php 1,000.00 - Wind - Php 11,600.00 - Biomass - Php 12,650.00 (incl. Processing Fee) - Geothermal - Php 11,600.00 - Ocean - Php 1,000.00 • Processing Fee - Hydropower - Php 23,850.00 - Wind - Php 6.50/hectare (minimum of 81 hectares/or whichever is higher) - Geothermal - Php 6.50/hectare - Ocean - Php 23,850.00	

Office Legend

Office Groups and Divisions
Concerned REMB Division (except SEMD)



Office Groups and Divisions					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)		



6. REMB-REMB06 Issuance of Certificate of Authority for RE Projects (except Solar)

A certificate duly signed by the DOE Secretary exclusively authorizing an RE Developer to procure the necessary permits and tenorial instruments for the exploration, development, construction and installation, and commercial operation of the RE Project and conduct reconnaissance and other activities needed for pre-feasibility studies, as applicable, within the area specified in the certificate. The COA grants an RE Developer the privilege to procure the aforesaid permits and tenorial instruments outside of the contract term.

Office or Division:	Renewable Energy Management Bureau (REMB)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2024-06-0018
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. Passport or any valid government-issued ID of the authorized representatives, signatory and witness to the RE Contract (1) Certified True Copy	Various Issuing Government Agencies - -
2. Technical Requirements (1) Electronic Copy	Applicant / Client
Sub Requirement	
2.A. 1. Work Program in Gantt Chart following the applicable template	
2.A.1. Work Program in Gantt Chart following the applicable template (1) Electronic Copy	Applicant / Client
Remarks: 1. Biomass (Annex-A of DC2024-06-0018) 2. Waste-to-Energy (Annex-B of DC2024-06-0018) 3. Geothermal (Annex-C of DC2024-06-0018) 4. Hydro (Annex-F of DC2024-06-0018) 5. Ocean (Annex-G of DC2024-06-0018) 6. Onshore Wind (Annex-H of DC2024-06-0018)	



7. Offshore Wind (Annex-I of DC2024-06-0018)	
2.A.2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (1) Electronic Copy	Department of Energy - ITMS- ISD
<i>Remarks:</i> <i>Area Clearance and Verified Map issued by the Department of Energy through the Pre-Application Process</i>	
2.A.3. (For Biomass and Waste-to-Energy Projects) Feasibility Study which shall include: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> 1. Mass Energy Balance Diagram 2. Site Development Plan 3. Fuel Supply and Logistic Study 4. Waste Analysis and Characterization Study (additional if MSW)	
For Situational Requirement	
A. Legal Requirements	
Sub Situational Requirement/s	
A.a. Proof of Registration (Individual or Proprietorship)	
A.a.1. Birth Certificate issued by the Philippine Statistics Authority (PSA Certified) (1) Certified True Copy	Philippine Statistics Authority - Civil Registration Services Division
A.a.2. Current Business Permit (1) Certified True Copy	City/Municipal Government - City/Municipal Mayor's Office
A.a.3. Department of Trade and Industry (DTI) Registration, if applicable (1) Certified True Copy	Department of Trade and Industry - DTI Regional and Provincial Offices – Negosyo Center
A.a.4. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable) (1) Certified True Copy	Applicant / Client
A.b. Corporation/ Joint Venture/ Consortium/ Cooperative:	
A.b.1. By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders. (The purpose of the incorporated/unincorporated RE Applicant must include engaging in RE resource development) (SEC Certified of CDA-Certified or NEA-Certified) (1) Certified True Copy	Securities and Exchange Commission - Electronic Records Management Division (ERMD)



A.b.2. Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE, if applicable (1) Certified True Copy	Applicant / Client
A.b.3. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders (Certified True Copy of the SEC-received copy of the GIS) (1) Certified True Copy	Securities and Exchange Commission - Electronic Records Management Division (ERMD)
A.b.4. Current Business Permit (1) Certified True Copy	City/Municipal Government - City/Municipal Government
A.b.5. Organizational Chart of the Company (1) Certified True Copy	Applicant / Client
A.c. Local Government Unit	
A.c.1. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE (1) Electronic Copy	Provincial, City, Municipal, and/or Barangay Government Council - concerned Sanggunian (Panlalawigan, Panlungsod, or Bayan)
B. Proof of Possessory Rights (For Biomass/Waste-to-Energy Projects)	
Sub Situational Requirement/s	
B.a. For Private Lands, in the order, any of precedence, any of the following documents may be submitted:	
B.a.1. Certificate of Titles to the real properties in the name of the RE Applicant; or (1) Electronic Copy	Applicant / Client
B.a.2. Contracts, Deeds, Agreements and the like that unconditionally grant the BEOC/WTEOC Applicant ownership or right to possess the real properties for purposes of construction, installation, maintenance, and operation of the Biomass/Waste-to Energy Project thereon; or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	
B.a.3. Contracts, Deeds, Agreements, and the like that unconditionally grant the BEOC/WTEOC Applicant an exclusive option to acquire the ownership or the right to possess the real properties: Provided, that the right to construct, install, maintain and operate the solar power project thereon is vested unto the BEOC/WTEOC Applicant. (1) Electronic Copy	Applicant / Client



B.a.4. If the acceptable proof of ownership or possessory rights are not available and the Area of Interest (AOI) is not subject of a conflicting claim, the AOI is not subject for conflicting claim, the RE Applicant shall submit the following (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf ; and</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note: <i>Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.</i>	
B.b. For public lands, in the order of precedence, any of the following documents may be submitted:	
B.b.1. Permits and clearances issued in favor of the RE Applicant by a government agency or instrumentality that has jurisdiction over the AOI authorizing the use of such AOI of the biomass/waste-to-energy power project; or (1) Electronic Copy	Applicant / Client
B.b.2. Any other permits issued by the relevant government agency or instrumentality, including Notice of Award. (1) Electronic Copy	Applicant / Client
B.b.3. If the acceptable proof of ownership or possessory rights are not available and the AOI is not subject of a conflicting claim, the RE Applicant shall submit the following: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in https://legacy.doe.gov.ph/sites/default/files/pdf/issuances/dc2024-06-0018.pdf.</i> <i>Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Applicant.</i> Note:	



Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.

B.c. Supporting Document to the acceptable proof of ownership or possessory rights

B.c.1. Board Resolution or Secretary Certificate of the RE Applicant and
(1) Electronic Copy

Applicant / Client

Remarks:

- 1. If the registered owner of the real property is a corporation, Board Resolution or Secretary's Certificate issued by such corporation; and*
- 2. If the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner's representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like;*

B.c.2. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like
(1) Electronic Copy

Applicant / Client

B.c.3. ii. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like
(1) Electronic Copy

Applicant / Client

B.d. Scanned copy of the sworn statement of RE Applicant's authorized representative, detailing the proof of ownership or possessory rights

B.d.1. Denomination of the contracts, deeds, agreements, etc., the date/s of execution and the term thereof, with inclusive dates;
(1) Electronic Copy

Applicant / Client

B.d.2. Names and addresses of the parties to the contracts, deeds, agreements, etc., indicating their relation, e.g., seller and buyer, lessor, and lessee, and the like;
(1) Electronic Copy

Applicant / Client

B.d.3. Specific section/clause in the contract, deed, agreement, etc. by which the ownership or possession of the real property is conveyed, with the said provision quoted in full
(1) Electronic Copy

Applicant / Client

B.d.4. Affirmation that the conveyance is effective, or a summary of the limitations, conditions and other terms that must be complied with before the conveyance becomes effective
(1) Electronic Copy

Applicant / Client



B.d.5. Notarized date of the above documents (1) Electronic Copy	Applicant / Client								
B.d.6. Read-only Excel file attached to the sworn statement where the details below are presented (1) Original Copy	Applicant / Client								
<i>Remarks:</i> <i>RE Applicant's authority to acquire ownership/possession and that its counterparty in the contracts, deeds, agreements, etc. has the right and/or authority to dispose of the same in favor the RE Applicant; and</i> <i>Confirmation that the contract, deed, agreement, etc. was executed by persons with the right to dispose of the ownership or possession of the real properties.</i>									
C. Financial Requirements									
Sub Situational Requirement/s									
C.a. For Existing Organized Corporation operating more than a year									
C.a.1. Audited Financial Statement (FS) for the last two (2) years and, if the filing date is three (3) months beyond the date of the submitted Audited FS, Unaudited FS is required, where the following financial analysis may be derived: (1) Electronic Copy	Applicant / Client								
<i>Remarks:</i> <i>Available Working Capital (AWC) = Liquid Assets Less Current Liabilities, where Liquid Assets is the Residual Current Assets less Non-Quick Assets (e.g. Inventories, Prepayments, etc.) and other financial commitment of the applicant for existing projects with the DOE.</i> <i>Debt-to-Equity Ratio = Total Liabilities/Total Stockholders Equity where the ratio should not exceed:</i> <i>For RE Developers that will serve as micro grid service provider, the Debt-to-Equity ratio shall not exceed 2.5:1.0</i> <i>For Small to Medium Size RE Project, the Debt-to-Equity ratio shall not exceed 2.0:1.0</i> <table border="0"> <thead> <tr> <th>RE Resource</th> <th>Potential Capacity</th> </tr> </thead> <tbody> <tr> <td>Biomass</td> <td>up to 20.000MW</td> </tr> <tr> <td>Waste-to-Energy</td> <td>up to 12.000MW</td> </tr> <tr> <td>Hydropower</td> <td>up to 49.999MW</td> </tr> </tbody> </table>		RE Resource	Potential Capacity	Biomass	up to 20.000MW	Waste-to-Energy	up to 12.000MW	Hydropower	up to 49.999MW
RE Resource	Potential Capacity								
Biomass	up to 20.000MW								
Waste-to-Energy	up to 12.000MW								
Hydropower	up to 49.999MW								



Wind (Offshore/Onshore)

up to 0.999MW

- *For Large Size RE Project, the Debt-to-Equity ratio shall not exceed 1.5:1.0*

RE Resource

Potential Capacity

Biomass

More than 20.000MW

Waste-to-Energy

More than 20.000MW

Hydropower

50.000MW and above

Wind (Offshore/Onshore)

1.000MW and above

- *For Geothermal and Ocean Projects, the Debt-to-Equity ratio shall not exceed 2.0:1.0*

3. Loans convertible to equity or convertible loans, typically used for preconstruction project funding, shall be regarded as part of equity for purposes of the calculation of the Debt-to-Equity Ratio: Provided, that the following conditions are present:

- *The Authorized Capital Stock is sufficient to absorb the equity converted; and*
- *Submission of loan agreement or arrangement with the current or prospective shareholder(s), and the corresponding notes on the FS*

4. Authorized Capital Stock – Amount should be enough to sustain its operation for the 1st year of the Work Program, if not sufficient and additional Capital is required, a Board Resolution should be submitted to support the increase in capitalization with a duly stamped received by the Securities & Exchange Commission (SEC).

5. For an Unaudited FS - Original Bank Certification to support the Cash in Bank balance as reflected in the financial statements.

Criteria for Financial Evaluation

- 1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.*
- 2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.*
- 3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.*

D. For Newly Organized Corporation, operating less than a year; or Subsidiary Corporation, newly organized or not; with insufficient funds to finance the proposed



work program with guarantee from parent company, the RE Applicant shall submit on top of its financial requirements the following:

D.1. Parent Company's financial documents per item 1 above (1) Electronic Copy	Applicant / Client
D.2. Duly notarized Letter of Undertaking/Support from the Parent Company to fund the work program. (1) Electronic Copy	Applicant / Client

Remarks:

Criteria for Financial Evaluation

1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the initial year of the proposed Work Program/Plan.
2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.
3. The applicant's available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer 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.	1.1. Concerned REMB Division, RELSD, RERCD, and ITMS-ISD checks the completeness and consistency of the submission, and ITMS-ISD validates the area applied for the RE project	None	3 working day/s	• Science Research Specialist (SRS); Concerned REMB Division (except SEMD) • Chief; Information Services Division (ISD) • Chief; Renewable Energy Legal Services Division (RELSD) • Chief; Renewable Energy Resources



For Agency Action 1.1: • If the submission is complete and the area is valid, Concerned REMB Division thru EVOSS System uploads the Order of Payment within one (1) working day to pay for the Application and Processing Fees; EVOSS System notifies RELSD, RERCD, and ITMS-ISD on the complete submission • If the area is valid and the submission is incomplete, EVOSS System notifies the Applicant thru a system generated email to update the submission within the validity of the Notice to Apply (NTA)				Compliance Division (RERCD)
• If the area is not valid, ITMS-ISD thru EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, and RERCD that the application is denied. • If not acted within 3 working days, EVOSS System	1.2. Concerned REMB Division generates a Billing Statement, and endorses it to Accounting Division for the later to issue an Order of Payment. Concerned REMB Division shall then upload the issued Order of Payment to the Applicant thru EVOSS		1 working day/s	• Chief; Concerned REMB Division (except SEMD) • Chief; Accounting Division (AD)



generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day				
*For Application Determined Qualified 2.A.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 • Faillure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agent Action 2.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a	2.A.1. If Payment has been made, Treasury Division validates the proof of payment	Formula Fees Breakdown: Application FeeProcessing Fee	1 working day/s	• Chief; Treasury Division (TD)
	2.A.2. Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	• Chief; Treasury Division (TD)
	2.A.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, RELSD, and RERCD simultaneously conducts Technical, Legal and Financial Evaluations		7 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal



system generated email to rectify the payment within two (2) working days

- If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day.
- If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned.
- If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification.

For Agency Action
2.A.3:

- If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days.

Services
Division
(RELS)

- Director;
Legal
Services
(LS)
- Chief;
Renewable
Energy
Resources
Compliance
Division
(RERCD)
- Director;
Financial
Services
(FS)



◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies the Concerned Units to check the completeness of the submission within three (3) working days. ◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application. ◦ If the submission is incomplete and the Applicant consumed	2.A.4. If Qualified, Concerned REMB Division prepares the COA and Endorsement Memo to the Secretary and ITMS to prepare the COA Map	4 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD) • Director; Information Technology and Management Services (ITMS)
	2.A.5. LS concurs on the recommendation	2 calendar day/s	• Chief; Concerned



the ten (10) working days, EVOSS System notifies the Concerned REMB Division, RELSD, and RERCD to proceed with the re-evaluation because the Applicant already consumed the ten (10) working days. o If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining	and upload the memorandum thru EVOSS system and notifies Concerned REMB Division thru a system generated email on the concurrence of the recommendation		REMB Division (except SEMD) • Director ; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS)
	2.A.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Assistant Secretary ;



working days. (10-x working days). For Agency Action 2.A.6: If not concurred, Concerned REMB Division uploads the signed Disqualification Letter.			Office of the Assistant Secretary
For Agency Action 2.A.7: If not concurred, Concerned REMB Division uploads the signed Disqualification Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval.	2.A.7. Undersecretary acts on the Recommendation. Concerned REMB Division then endorses the recommendation to the Secretary.	2 calendar day/s	- Chief ; Concerned REMB Division (except SEMD) - Undersecretary ; Office of the Undersecretary
For Agency Action 2.A.8: If not approved, Concerned REMB Division uploads the signed disapproval letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the Disapproval of Application. If exceeded the timeframe, EVOSS System notifies	2.A.8. The Secretary acts on the recommendation to issue COA	7 calendar day/s	Secretary; Office of the Secretary



Concerned REMB Division, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of 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	2.A.9. Concerned REMB Division uploads the signed COA and update the COA number and date of signing the COA		1 calendar day/s	SRS; Concerned REMB Division (except SEMD)
*For Application Determined Not Qualified 2.B.Applicant rectifies the submission within ten (10) working days Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 - If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned - Failure to pay within three (3) working days, the Applicant will receive a notification of	2.B.1. If Payment has been made, Treasury Division validates the proof of payment	Formula Fees Breakdown: Application FeeProcessing Fee	1 working day/s	Chief ; Treasury Division (TD)
	2.B.2. Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	Chief ; Treasury Division (TD)
	2.B.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, RELSD, and RERCD simultaneously conducts Technical, Legal and Financial Evaluations		7 calendar day/s	- Chief; Concerned REMB Division (except SEMD) - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services



deemed abandoned. For Agency Action 2.B.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification.				Division (RELSA) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance Division (RERCD) • Director; Financial Services (FS)
	2.B.4. If not qualified and Applicant rectifies its submission, Concerned Unit/s conduct re-evaluation	5 calendar day/s		• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy



For Agency Action
2.B.3:

- If not qualified, the Concerned Units notifies the Applicant to submit within ten (10) working days.
 - If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies the Concerned Units to check the completeness of the submission within three (3) working days.
 - If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment

Management Bureau
(REMB)

- Chief ; Renewable Energy Legal Services Division (RELSD)
- Director; Legal Services (LS)
- Chief ; Renewable Energy Resources Compliance Division (RERCD)
- Director; Financial Services (FS)



	ent of application .	2.B.5. ITMS and Concerned REMB Division simultaneously prepares the COA Map, draft COA and draft memorandum to the Secretary.	4 calendar day/s	• Chief; Concerned REMB Division (except SEMD) • Director; Renewable Energy Management Bureau (REMB) • Chief; Information Services Division (ISD) • Director ; Information Technology and Management Services (ITMS)
	◦ If the submission is incomplete and the Applicant consumed the ten (10) working days, EVOSS System notifies the Concerned REMB Division, RELSD, and RERCD to proceed with the re-evaluation because the Applicant already consumed the ten (10) working days. ◦ If the submission is incomplete and the Applicant does not consumed the ten (10) working days, EVOSS notifies the	2.B.6. LS concurs on the recommendation and upload the memorandum thru EVOSS system and notifies Concerned REMB Division thru a system generated email on the	2 calendar day/s	• Chief ; Concerned REMB Division (except SEMD) • Director; Renewable Energy



Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days) For Agency Action 2.B.4: If still not qualified, Concerned REMB Division uploads the signed disqualification letter within five (5) calendar days; EVOSS System notifies the Applicant, Concerned REMB Division, RELSD, RERCD, and ITMS-ISD thru a system generated email of the disqualification.	concurrence of the recommendation			Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director ; Renewable Energy Legal Services Division (RELSD)
For Agency Action 2.B.7: If not concurred, Concerned REMB Division uploads the signed Disqualification Letter. For Agency Action 2.B.8:	2.B.7. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.		2 calendar day/s	- Chief ; Concerned REMB Division (except SEMD) - Assistant Secretary; Office of the Assistant Secretary



- If not concurred, Concerned REMB Division uploads the signed Disqualification Letter; EVOSS System notifies the Applicant, RELSD, RERCD and ITMS-ISD on the disapproval. For Agency Action 2.B.9: - If not approved, Concerned REMB Division uploads the signed disapproval letter; EVOSS System notifies the Applicant, RELSD, RERCD, and ITMS-ISD on the Disapproval of Application. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of 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					
	2.B.8. Undersecretary acts on the Recommendation. Concerned REMB Division then endorses the recommendation to the Secretary.		2 calendar day/s	- Chief; Concerned REMB Division (except SEMD) - Undersecretary; Office of the Undersecretary	
	2.B.9. The Secretary acts on the recommendation to issue COA		7 calendar day/s	Secretary; Office of the Secretary	
	2.B.10. Concerned REMB Division uploads the signed COA and update the COA number and date of signing the COA		2 calendar day/s	SRS; Concerned REMB Division (except SEMD)	
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:

*For Application Determined Qualified	Calendar Days: 25 calendar day/s Working Days: 6 working day/s
*For Application Determined Not Qualified	Calendar Days: 31 calendar day/s Working Days: 6 working day/s

Total Processing Fee:

*For Application Determined Qualified	Total Standard Fee: None See other fees below
*For Application Determined Not Qualified	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Application Fee

Hydropower - Php 1,000.00

Wind - Php 11,600.00

Biomass - Php 12,650.00 (incl. Processing Fee)

Geothermal - Php 11,600.00

Ocean - Php 1,000.00

• Processing Fee

Hydropower - Php 23,850.00



Wind - Php 6.50/hectare (minimum of 81 hectares/or whichever is higher)

Geothermal - Php 6.50/hectare

Ocean - Php 23,850.00

Office Legend

Office Groups and Divisions					
Concerned REMB Division (except SEMD)					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)		



7. REMB-REMB07 Issuance of Endorsement to other Concerned National Government Agencies and Local Government Units

Registered Renewable Energy (RE) Developers may request the Issuance of Endorsements to other National Government Agencies or Local Government Units necessary for the exploration, development, utilization, and commercialization of RE resources, as stipulated in their RE Service/Operating Contracts.

Office or Division:	Renewable Energy Management Bureau (REMB)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	RE Developers that are fully compliant with the material obligations stipulated in the RE Contract.			
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 from the Applicant addressed to REMB the Director (1) Electronic Copy			Applicant / Client	
2. List of NGAs and/or LGUs for Endorsement, prepared using the prescribed template (1) Electronic Copy			Applicant / Client	
Remarks: The template can be downloaded directly at https://evoss.ph//Home/Download/148582 .				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. RE Developer chooses an RE Project from the list in the EVOSS System associated with the Company and submits the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: <i>For Client Step 1:</i> <i>RE Developer selects the specific application from the EVOSS list of NGAs and LGUs for the issuance of endorsement letter/s.</i> <i>For Agency Action 1.1:</i>	1.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	Science Research Specialist (SRS); Concerned REMB Division
- If the submission is incomplete, the Concerned REMB Division through the EVOSS System notifies the RE Developer to update the submission. - Upon resubmission, the Concerned REMB Division checks the completeness and consistency of the submission within	1.2. EVOSS System creates the deliverable and sets the DOE time to start (start of Day 1). Concerned REMB Division prepares the Endorsement Letter/s and endorses to the REMB Director		2 calendar day/s	- SRS; Concerned REMB Division - Chief; Concerned REMB Division



three (3) working days. - If the RE Developer fails to submit the updated documents within thirty (30) calendar days upon receipt of notice, the application will be deemed abandoned. - If the checking of completeness is not acted by the Concerned REMB Division within three (3) working days, the EVOSS System generates a Deemed Complete Certificate and notifies the Concerned REMB Division to process the request.				
For Agency Action 1.2: If not qualified, the concerned REMB Division through the EVOSS System notifies the RE Developer of the disapproval.	1.3. REMB Director acts on the application		2 calendar day/s	Director; Renewable Energy Management Bureau (REMB)
For Agency Action 1.3: If disapproved, the Concerned REMB Division through the	1.4. Concerned REMB Division notifies the applicant on the approval and uploads a copy of the Endorsement Letter/s through the EVOSS System		1 calendar day/s	SRS; Concerned REMB Division



<i>EVOSS System notifies the RE Developer of the disapproval.</i> <i>If the timeframe is exceeded, the EVOSS System notifies the Concerned REMB Division and the RE Developer of the issuance of the Deemed Approved Certificate.</i> <i>For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow</i>				
--	--	--	--	--

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

Office Legend



Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



8. REMB-REMB08 Processing of Safety Officers Permit for Renewable Energy Developers

In compliance with Department Circular No. DC2012-11-0009 otherwise known as "Renewable Energy Safety, Health and Environment Rules and Regulations" pursuant to the provisions of Republic Act (RA) No. 9513.

Office or Division:	Renewable Energy Management Bureau (REMB)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	RE Developer with a valid RE Contract awarded under the RE Act and are currently in Development and Commercial/Operational Stage.
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. Duly accomplished and sworn application with emphasis on service record (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/4308</i>	
2. Endorsement from the RE Developer (1) Electronic Copy	Applicant / Client
3. 2" X 2" (minimum 600x600 pixels) size pictures (any plain background color; dress code: with collar) taken not less than three (3) months at the time of application (1) Electronic Copy	Applicant / Client
For Situational Requirement	
A. Proof of qualification (For New Applicant):	
Sub Situational Requirement/s	
A.a. For duly licensed engineer	
A.a.1. Valid PRC license	



PRC ID License - Professional Regulation Commission				
A.a.2. Certificate of Employment showing at least two (2) years actual experience in occupational safety in the RE industry (1) Original Copy			Applicant / Client	
A.a.3. Basic Occupational Safety and Health (BOSH) Training Certificate (1) Electronic Copy			Department of Labor and Employment (DOLE) - Occupational Safety and Health Center	
A.b. For Degree holder or two years in college				
A.b.1. Diploma or Transcript of Records (1) Electronic Copy			Applicant / Client	
A.b.2. Certificate of Employment showing at least five (5) years actual DOE CITIZEN’S CHARTER 137 experience in occupational safety in the RE industry (1) Electronic Copy			Applicant / Client	
A.b.3. Basic Occupational Safety and Health (BOSH) Training Certificate (1) Electronic Copy			Department of Labor and Employment (DOLE) - Occupational Safety and Health Center	
A.c. For DOLE Safety Practitioner:				
A.c.1. Valid Certificate of Accreditation (1) Electronic Copy			Department of Labor and Employment (DOLE) - Occupational Safety and Health Center	
B. Proof of qualification (For Renewal Applicant):				
Sub Situational Requirement/s				
B.a. None. Please refer only to the Standard Requirements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer submits online thru the EVOSS system the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/)	1.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	• Science Research Specialist (SRS); Concerned REMB Division



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 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 EVOSS System. - If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance	1.2. Concerned REMB Division will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. Concerned REMB Division shall then upload the issued Order of Payment to the Applicant thru EVOSS		1 working day/s - SRS; Concerned REMB Division - Chief; Concerned REMB Division - Chief; Accounting Division
--	---	--	---



of Order of Payment within one (1) working day				
2. Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS System Location: For payment of fees: DOE Cashier or other modes of payment For uploading of Proof of Payment: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 2: - If not paid within 5 working days, the concerned REMB Division will receive notification of deemed abandoned. For Agency Action 2.1: - If payment is not valid, the Treasury Division notifies the applicant through an email to rectify the payment within two (2) working days. - If payment is rectified, the Treasury Division validates	2.1. If payment has been made, EVOSS notifies Treasury Division to validate the proof of payment 2.2. Treasury Division issues an Invoice/Official Receipt and uploads it thru the EVOSS System. 2.3. EVOSS creates the deliverables to Concerned REMB Division and sets DOE time to START (Start of Day 1). Concerned REMB Division then conducts Technical Evaluation	Standard Fees Breakdown: Application Fee: PHP 550 Total: PHP 550	1 working day/s 1 working day/s 5 calendar day/s	- Chief; Treasury Division - Chief; Treasury Division - SRS; Concerned REMB Division - Chief; Concerned REMB Division



the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned.			
• If payment is still not valid within the timeframe, EVOSS System notifies the applicant of the notice of disqualification. For Agency Action 2.4:	2.4. Concerned REMB Division endorses the Application to the REMB Director and REMB Director acts on the application	5 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
• If not qualified, Concerned REMB Division 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	2.5. Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the Approved Safety Officer's Permit.	1 calendar day/s	• SRS; Concerned REMB Division



Approved				
Certificate 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: 11 calendar day/s Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 550		

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



9. REMB-REMB09 Revision of Work Program

Subject to terms and conditions stipulated in the RE Contract, the RE Developer may request the revision of its Work Program with justification on such revision: Provided, That such revision shall not extend the Pre-Development Stage.

Office or Division:	Renewable Energy Management Bureau (REMB)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	RE Developers with valid RE Contracts awarded under the RE Act			
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 with justification from the RE Developer addressed to REMB Director (1) Electronic Copy			Applicant / Client	
2. Revised Work Program following the prescribed template in Annex A of DC2024-06-0018 with Narrative. (1) Electronic Copy			Department of Energy - Renewable Energy Management Bureau	
<i>Remarks:</i> Template Work Program available thru DOE website: https://legacy.doe.gov.ph/laws-and-issuances/department-circular-no-dc2024-06-0018				
3. Accomplishment Report vis-à-vis Work Program (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 chooses a RE Project from the list in	1.A.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	Science Research Specialist (SRS); Concerned



EVOSS associated to the Company and submits 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.A.1: - If submission is incomplete, REMB 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 EVOSS System. - If not acted within 3 working	1.A.2. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, Legal Services (LS) and Financial Services (FS) conducts simultaneous Technical, Legal (if necessary), and Financial (for Pre-Development Stage only) Evaluations	5 calendar day/s	REMB Division - Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Resources Compliance Division - Director; Financial Services (FS) - Chief; Renewable Energy Legal Services Division - Director; Legal Services (LS)
--	--	-------------------------	--



days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request. For Agency Action 1.A.3:	1.A.3. Concerned REMB Division consolidates the Technical, Legal and Financial Evaluations, and Concerned REMB Division thru REMB Director, endorses the recommendation to LS		2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
• If not qualified, the concerned REMB Division notifies the applicant to submit rectified documents within fourteen (14) calendar days. ◦ If the applicant failed to submit the rectified documents within fourteen (14) calendar days upon receipt of notice, application will be deemed abandoned.	1.A.4. LS concurs on the recommendation of REMB. Concerned REMB Division then endorses the recommendation to the Assistant Secretary		2 calendar day/s	• Chief; Renewable Energy Legal Services Division • Director; Legal Services (LS) • Chief; Concerned REMB Division
For Agency Action 1.A.5: • If disapproved, the Assistant Secretary returns to the concerned REMB Division	1.A.5. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.		2 calendar day/s	• Assistant Secretary; Office of the Assistant Secretary • Chief; Concerned REMB Division



for further action.				
For Agency Action 1.A.6:	1.A.6. Undersecretary acts on the recommendation.		2 calendar day/s	Undersecretary; Office of the Undersecretary
If disapproved, the Undersecretary returns to the concerned REMB Division for further action. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	1.A.7. Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the Letter		1 calendar day/s	SRS; Concerned REMB Division
*For Applications Determined Not Qualified 1.B.RE Developer submits thru the EVOSS system the rectified application documents within 14 working days Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1.B: If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned	1.B.1. Concerned REMB Division checks the completeness and consistency of the submission 1.B.2. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, Legal Services (LS) and Financial Services (FS) conducts simultaneous Technical, Legal (if necessary), and Financial (for Pre-Development Stage only) Evaluations	None	3 working day/s 5 calendar day/s	- SRS; Concerned REMB Division - Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Resources Compliance Division - Director; Financial Services (FS) - Chief; Renewable Energy



For Agency Action 1.B.3: - If not qualified, the concerned REMB Division notifies the applicant to submit rectified documents within fourteen (14) calendar days. - If the applicant failed to submit the rectified documents within fourteen (14) calendar days upon receipt of notice, application will be deemed abandoned.			Legal Services Division
	1.B.3. Concerned REMB Division consolidates the Technical, Legal and Financial Evaluations, and Concerned REMB Division thru REMB Director, endorses the recommendation to LS	2 calendar day/s	- Director; Legal Services (LS) - Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	1.B.4. If not qualified and RE Developer submits the rectified documents, Concerned REMB Division, LS and FS conducts Technical, Legal and Financial evaluations, whichever is applicable	2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Resources Compliance Division - Director; Financial Services (FS) - Chief; Renewable Energy Legal Services Division - Director; Legal Services (LS)
For Agency Action 1.B.4: If still not qualified, Concerned REMB Division thru EVOSS System notifies the RE Developer, FS and LS on the Disapproval of the Application			
For Agency Action 1.B.6: If disapproved, the Assistant Secretary returns to the	1.B.5. LS concurs on the recommendation of REMB. Concerned	2 calendar day/s	Chief; Renewable Energy



concerned REMB Division for further action. For Agency Action 1.B.7: If disapproved, the Undersecretary returns to the concerned REMB Division for further action. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	REMB Division then endorses the recommendation to the Assistant Secretary		Legal Services Division
	1.B.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	- Director; Legal Services (LS) - Chief; Renewable Energy Management Bureau (REMB) - Assistant Secretary; Office of the Assistant Secretary - Chief; Concerned REMB Division
	1.B.7. Undersecretary acts on the recommendation.	2 calendar day/s	Undersecretary; Office of the Undersecretary
	1.B.8. Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the Letter	1 calendar day/s	SRS; Concerned REMB Division

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:	
*For Applications Determined Qualified	Calendar Days: 14 calendar day/s Working Days: 3 working day/s
*For Applications Determined Not Qualified	Calendar Days: 16 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	
*For Applications Determined Qualified	Total Standard Fee: None
*For Applications Determined Not Qualified	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



10. REMB-REMB10 Issuance of Certificate of Endorsement (COE) for Duty-Free Importation Certification (DFIC)

The Certificate of Endorsement (COE) for Duty-Free Importation Certification (DFIC) is a service provided by the Department of Energy (DOE) for Registered Renewable Energy (RE) Developers. Under Section 15(b) of RA 9513 (The Renewable Energy Act of 2008), this certification allows RE developers to import equipment, machinery, and materials for renewable energy projects without paying customs duties and taxes, within the first 10 years of their registration.

Office or Division:	Renewable Energy Management Bureau (REMB)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Pursuant to Section 15(b) of RA 9513, Duty-free Importation of RE Machinery, Equipment and Materials - Within the first ten (10) years upon the issuance of a certification of an RE developer, the importation of machinery and equipment, and materials and parts thereof, including control and communication equipment, shall not be subject to tariff duties: <i>Provided, however</i> , That the said machinery, equipment, materials and parts are directly and actually needed and used exclusively in the RE facilities for transformation into energy and delivery of energy to the point of use and covered by shipping documents in the name of the duly registered operator to whom the shipment will be directly delivered by customs authorities: <i>Provided, further</i> , That endorsement of the DOE is obtained before the importation of such machinery, equipment, materials and parts are made.	
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. Duly Accomplished Form and sworn to by a duly authorized officer of the Applicant before a Notary Public (1) Electronic Copy		Applicant / Client
Remarks: Template form can be downloaded thru this link: https://evoss.ph/Home/Download/163524		
2. Board of Investment (BOI) Certificate of Registration (1) Electronic Copy		Board of Investment - Project Evaluation and Registration Division



3. Pro forma Invoice (1) Electronic Copy			Applicant / Client	
4. Computation of Estimated Duties to be waived (1) Electronic Copy			Applicant / Client	
5. Technical Data Specification (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer chooses a RE Project from the list in EVOSS associated to the Company and submits 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 notifies the applicant through the EVOSS System for a one-time rectification of	1.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	Science Research Specialist (SRS); Concerned REMB Division
	1.2. Concerned REMB Division will generate a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. Concerned REMB Division shall then upload the issued		1 working day/s	- Chief; Concerned REMB Division - Chief; Accounting Division (AD)



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 EVOSS System. • If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow	Order of Payment to the Applicant thru EVOSS			
2. Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS System Location: For payment of fees: DOE Cashier or other modes of payment	2.1. If payment has been made, EVOSS notifies Treasury Division to validate the proof of payment	Standard Fees Breakdown: Application Fee: PHP 750 Total: PHP 750	1 working day/s	• Chief; Treasury Division (TD)



For uploading of Proof of Payment: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 2: - If not paid within 5 working days, the concerned REMB Division will receive notification of deemed abandoned. For Agency Action 2.1: - If payment is not valid, the Treasury Division notifies the applicant through an email to rectify the payment within two (2) working days. - If payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. - If failed to rectify within two (2) working days, the applicant will receive notification of deemed	2.2. Treasury Division issues an Invoice/Official Receipt and uploads it thru the EVOSS System.	1 working day/s	Chief; Treasury Division (TD)
	2.3. EVOSS creates the deliverables to Concerned REMB Division and sets DOE time to START (Start of Day 1). Concerned REMB Division then conducts Technical Evaluation	5 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	2.4. LS conducts the evaluation and concurs on the Memorandum to the Undersecretary	5 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)



abandoned. - If payment is still not valid within the timeframe, EVOSS System notifies the applicant of the notice of disqualification. For Agency Action 2.3: - If failed the technical evaluation, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval. For Agency Action 2.5: - If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer on the disapproval. For Agency Action 2.6: - If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer on the disapproval. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE	2.5. Assistant Secretary acts on the recommendation, and if concurred, Concerned REMB Division endorses the application to the Undersecretary.	3 calendar day/s	Assistant Secretary; Office of the Assistant Secretary
	2.6. Undersecretary acts on the recommendation.	3 calendar day/s	Undersecretary; Office of the Undersecretary
	2.7. Concerned REMB Division endorses the COE-DFIC to REMB Director for signature	5 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)



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	2.8. Concerned REMB Division notifies thru EVOSS the RE Developer on the approval and uploads a copy of the approved COE-DFIC		1 calendar day/s	SRS; Concerned REMB Division
--	---	--	------------------	--

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: 22 calendar day/s Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: PHP 750

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management	Solar Energy Management Division (SEMD)	



Office Groups and Divisions					
			Division (HOEMD)		



11. REMB-REMB11 Assignment / Transfer of Renewable Energy Service/Operating Contract

The RE Developer may assign all of its rights and obligations under the RE Contract to an entity that has the legal, technical, and financial qualifications to undertake the RE project, subject to prior written approval of the DOE.

Office or Division:	Renewable Energy Management Bureau (REMB)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Registered RE Developer	
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. Application letter addressed to the REMB Director (1) Electronic Copy		Applicant / Client
2. Notarized Deed of Assignment (1) Electronic Copy		Applicant / Client
3. Latest General Information Sheet (GIS) of the Assignee and Assignor, stamped “Received” by the SEC (1) Electronic Copy		Securities and Exchange Commission - Electronic Records Management Division (ERMD)
4. Assignee’s Valid Business Permit; (1) Electronic Copy		City/Municipal Government - City/Municipal Mayor’s Office
5. Assignee’s corporate structure and name of officers (1) Electronic Copy		Applicant / Client
6. Assignee’s List of Technical Consultants (1) Electronic Copy		Applicant / Client
7. Assignee’s Original copy of Certification from Board of Directors authorizing its representative to negotiate and enter into an RE Contract with the DOE (1) Electronic Copy		Applicant / Client
8. Accomplishment Report of the Assignor vis-à-vis work and financial commitments under the approved Work		Applicant / Client



Program/Plan (1) Electronic Copy				
9. Assignee’s Financial Documents (1) Electronic Copy		Applicant / Client		
Sub Requirement				
9.A. Audited Financial Statement for the last two (2) years				
9.B. Current Unaudited Financial Statement				
9.C. Current Bank Certificate				
9.D. Projected Cash Flow Statement for 2 years				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer 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.	1.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	Science Research Specialist (SRS); Concerned REMB Division
For Agency Action 1.1: If the submission is complete, Concerned REMB Division	1.2. Concerned REMB Division generates a Billing Statement, and endorses it to Accounting Division for the later to issue		1 working day/s	- Chief; Concerned REMB Division - Chief; Accounting



thru EVOSS System uploads the Order of Payment within one (1) working day to pay for the Application and Processing Fees; EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days. • If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer to update the submission • If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day	an Order of Payment. Concerned REMB Division shall then upload the issued Order of Payment to the Applicant thru EVOSS			Division (AD)
---	---	--	--	----------------------



*For Application Determined Qualified 2.A.Applicant pays the necessary fees and uploads the proof of payment thru the EVOSS system Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 • Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agency Action 2.1: • If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of	2.A.1. If Payment has been made, Treasury Division validates the proof of payment	Standard Fees Breakdown: Processing Fee: PHP 4350 Total: PHP 4350	1 working day/s	• Chief; Treasury Division (TD)
	2.A.2. Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	• Chief; Treasury Division (TD)
	2.A.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, RELSD, and RERCD simultaneously conducts Technical, Legal and Financial Evaluations		7 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD) • Director; Legal Services (LS) • Chief; Renewable Energy Resources Compliance



payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. • If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification. For Agency Action 2.A.3: • If not qualified, the Concerned Units notifies the Applicant to submit within fourteen (10) calendar days. ◦ If the Applicant uploads the rectified documents within the prescribed timeframe, EVOSS System notifies the Concerned			e Division (RERCD) • Director; Financial Services (FS)
	2.A.4. Concerned REMB Division consolidates all the evaluation results, recommends to the	2 calendar day/s	• Chief; Concerned REMB Division



d Units to check the completeness of the submission within three (3) working days. ◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonment of application. ◦ If the submission is incomplete and the Applicant consumed the fourteen (14) calendar days, EVOSS System notifies the Concerned REMB Division, RELSD, and RERCD to	REMB Director for further action, and endorses thru REMB Director the recommendation for approval of LS			• Director; Renewable Energy Management Bureau (REMB) • Chief; Renewable Energy Legal Services Division (RELSD)
	2.A.5. LS Concur on the Endorsement Memorandum to the Secretary, COR, and Approval Letter. Concerned REMB Division shall then endorse the application to the Assistant Secretary.		2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director ; Legal Services (LS) • Chief; Concerned REMB Division



proceed with the re-evaluation because the Applicant already consumed the fourteen (14) calendar days. ◦ If the submission is incomplete and the Applicant does not consumed the fourteen (14) working days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (10-x working days). For Agency Action 2.A.6: • If not concurred, Concerned REMB Division thru EVOSS notifies the RE				
	2.A.6. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the recommendation to the Undersecretary.	2 calendar day/s	• Chief; Concerned REMB Division • Assistant Secretary ; Office of the Assistant Secretary	
	2.A.7. Undersecretary acts on the Recommendation. Concerned REMB Division then endorses the recommendation to the Secretary.	2 calendar day/s	• Chief ; Concerned REMB Division • Undersecretary ; Office of the Undersecretary	



Developer, LS, and FS on the disapproval of the assignment of RE Contract. For Agency Action 2.A.7: - If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of the assignment of RE Contract. For Agency Action 2.A.8: - If not approved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of the assignment of RE Contract. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of 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				
	2.A.8. The Secretary acts on the recommendation.	7 calendar day/s	• Secretary; Office of the Secretary	
	2.A.9. Concerned REMB Division notifies thru EVOSS the RE Developer, LS and FS on the approval and uploads thru the EVOSS a copy of the Letter approving the assignment of RE Contract and the new COR.	2 calendar day/s	• SRS; Concerned REMB Division	



*For Application Determined Not Qualified 2.B.Applicant rectifies the submission within fourteen (14) calendar days Location: For Payment of fees: DOE Cashier or other mode of payments For uploading of Proof of Payment: EVOSS System (https://evoss.ph) Notes/Instruction: For Client Step 2 - If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned - Failure to pay within three (3) working days, the Applicant will receive a notification of deemed abandoned. For Agency Action 2.B.1: - If the Payment is invalid, EVOSS system notifies the Applicant thru a system generated email to rectify the payment within	2.B.1. If Payment has been made, Treasury Division validates the proof of payment	Standard Fees Breakdown: Processing Fee: PHP 4350 Total: PHP 4350	1 calendar day/s	Chief ; Treasury Division (TD)
	2.B.2. Treasury Division uploads the Invoice/Official Receipt and upload it thru the EVOSS System		1 working day/s	Chief ; Treasury Division (TD)
	2.B.3. EVOSS creates the deliverables and sets DOE time to START (Start of Day 1). Concerned REMB Division, RELSD, and RERCD simultaneously conducts Technical, Legal and Financial Evaluations		7 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Renewable Energy Resources Compliance Division (RERCD) - Director; Financial Services (FS)



two (2) working days ◦ If Payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. ◦ If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned.				
• If Payment is still not valid within the timeframe, EVOSS System notifies the Applicant of the notice of disqualification. For Agency Action 2.B.4: • If not qualified, the Concerned Units notifies the Applicant to submit within fourteen (14) calendar days.	2.B.4. Concerned REMB Division consolidates all the evaluation results and recommends to the REMB Director for further action		2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
◦ If the Applicant uploads the rectified	2.B.5. EVOSS resumes the timeline for the DOE; Concerned REMB Division, LS and FS conduct simultaneous		5 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable



document s within the prescribed timeframe, EVOSS System notifies the Concerne d Units to check the completen ess of the submissio n within three (3) working days.	Technical, Legal, and Financial re- evaluations		Energy Managem ent Bureau (REMB) • Chief ; Renewable Energy Legal Services Division (RELSA) • Director; Legal Services (LS) • Chief ; Renewable Energy Resources Complianc e Division (RERCD) • Director; Financial Services (FS)
◦ If the Applicant failed to submit within the prescribed timeframe, EVOSS System notifies the Applicant thru a system generated email on the abandonm ent of application . ◦ If the submissio n is incomplet e and the Applicant consumed the fourteen (14) calendar days,			



	EVOSS System notifies the Concerned REMB Division, RELSD, and RERCD to proceed with the re-evaluation because the Applicant already consumed the fourteen (14) calendar days. ◦ If the submission is incomplete and the Applicant does not consumed the fourteen (14) calendar days, EVOSS notifies the Applicant thru a system generated email to rectify the submitted documents within the remaining working days. (14-	2.B.6. Concerned REMB Division consolidates all the re-evaluation results, recommends to the REMB Director for further action	2 calendar day/s	• Chief; Concerned REMB Division • Director; Renewable Energy Management Bureau (REMB)
		2.B.7. LS Concurs on the Endorsement Memorandum to the Secretary, COR, and Approval Letter	2 calendar day/s	• Chief; Renewable Energy Legal Services Division (RELSD) • Director ; Renewable Energy Legal Services Division (RELSD)
		2.B.8. Assistant Secretary acts on the recommendation. Concerned REMB Division then endorses the	2 calendar day/s	• Chief ; Concerned REMB Division • Assistant Secretary;



x working days) For Agency Action 2.B.6: If still not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of the assignment of RE Contract.	recommendation to the Undersecretary.		Office of the Assistant Secretary
For Agency Action 2.B.8: If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of the assignment of RE Contract.	2.B.9. Undersecretary acts on the Recommendation. Concerned REMB Division then endorses the recommendation to the Secretary.	2 calendar day/s	- Chief; Concerned REMB Division - Undersecretary; Office of the Undersecretary
For Agency Action 2.B.9: If not approved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of the assignment of RE Contract.	2.B.10. The Secretary acts on the recommendation.	7 calendar day/s	Secretary; Office of the Secretary
If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RELSD, RERCD, ITMS-ISD and Applicant of the issuance of Deemed	2.B.11. Concerned REMB Division notifies thru EVOSS the RE Developer, LS and FS on the approval and uploads thru the EVOSS a copy of the Letter approving the assignment of RE Contract and the new COR.	2 calendar day/s	SRS; Concerned REMB Division



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

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:	
*For Application Determined Qualified	Calendar Days: 24 calendar day/s Working Days: 6 working day/s
*For Application Determined Not Qualified	Calendar Days: 32 calendar day/s Working Days: 5 working day/s
Total Processing Fee:	
*For Application Determined Qualified	Total Standard Fee: PHP 4350
*For Application Determined Not Qualified	Total Standard Fee: PHP 4350

Office Legend

Office Groups and Divisions
Concerned REMB Division



Office Groups and Divisions					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



12. REMB-REMB12 Request for Reconsideration of RE Contract

An RE Developer whose RE Contract was terminated may request for the reconsideration of the same.

Office or Division:	Renewable Energy Management Bureau (REMB)										
Classification:	Highly Technical										
Type of Transaction:	G2B (Government to Business)										
Who may avail:	As per Section 79 of Department Circular No. DC2024-06-0018, RE Developers whose RE Contract was terminated may file a request for reconsideration within ten (10) working days from the receipt of notice.										
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										
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Motion for Reconsideration from the applicant addressed to the REMB Director (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>2. Supporting Documents to the Justification on Grounds for Termination (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Examples of supporting documents are as follows:</i> • Proof of acquired permits and endorsements from the different agencies • Copy of the Feasibility Study • Copy of the Detailed Engineering Design • Proof of Payment of Outstanding Financial Obligations as stated in the Termination Letter • Accomplishment Report • Catch-up Plan <i>Complete documents must be filed within ten (10) working days from the applicant's receipt of notice of termination.</i> </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Motion for Reconsideration from the applicant addressed to the REMB Director (1) Electronic Copy	Applicant / Client	2. Supporting Documents to the Justification on Grounds for Termination (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Examples of supporting documents are as follows:</i> • Proof of acquired permits and endorsements from the different agencies • Copy of the Feasibility Study • Copy of the Detailed Engineering Design • Proof of Payment of Outstanding Financial Obligations as stated in the Termination Letter • Accomplishment Report • Catch-up Plan <i>Complete documents must be filed within ten (10) working days from the applicant's receipt of notice of termination.</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE										
For Standard Requirement											
1. Motion for Reconsideration from the applicant addressed to the REMB Director (1) Electronic Copy	Applicant / Client										
2. Supporting Documents to the Justification on Grounds for Termination (1) Electronic Copy	Applicant / Client										
<i>Remarks:</i> <i>Examples of supporting documents are as follows:</i> • Proof of acquired permits and endorsements from the different agencies • Copy of the Feasibility Study • Copy of the Detailed Engineering Design • Proof of Payment of Outstanding Financial Obligations as stated in the Termination Letter • Accomplishment Report • Catch-up Plan <i>Complete documents must be filed within ten (10) working days from the applicant's receipt of notice of termination.</i>											



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer chooses an RE Project from the List in EVOSS associated to the Company and submits the complete set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Agency Action 1.1: - If submission is incomplete, the concerned REMB Division notifies the RE Developer of the incomplete submission. - Upon resubmission, the concerned REMB Division checks the completeness and consistency of the submission within three (3) working days. - If submission is still incomplete, the concerned REMB Division notifies the RE Developer on	1.1. Concerned REMB Division checks the completeness and consistency of the submission 1.2. Concerned REMB Division, LS, and FS conduct simultaneous Technical, Legal, and Financial Evaluations, respectively.	None	3 working day/s 10 calendar day/s	- Science Research Specialist (SRS); Concerned REMB Division - Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Renewable Energy Resources Compliance Division (RERCD) - Director; Financial Services (FS)



the cancellation of application due to incomplete submission. - If the applicant failed to submit the updated documents within thirty (30) calendar days upon receipt of notice, application will be deemed abandoned. - If not acted by the concerned REMB Division within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify the concerned REMB Division, Legal Services (LS) and Financial Services (FS) to conduct evaluations. For Agency Action 1.3: - If not qualified, the concerned REMB Division notifies the applicant, LS, and FS on the disapproval of application. For Agency Actions 1.5 to 1.7: - If disapproved, the concerned REMB Division			
	1.3. Concerned REMB Division consolidates all the evaluation results and endorses, through the REMB Director, the recommendation to LS for concurrence	5 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)
	1.4. LS concurs on the recommendation and endorses the recommendation to the Assistant Secretary	3 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS)
	1.5. Assistant Secretary acts on the recommendation, and if concurred, the concerned REMB Division endorses the recommendation to the Undersecretary	3 calendar day/s	- Assistant Secretary; Office of the Assistant Secretary - Chief; Concerned REMB Division
	1.6. Undersecretary acts on the recommendation, and	3 calendar day/s	Undersecretary; Office of



notifies the applicant, LS, and FS on the Disapproval of the Application. If the processing of the application exceeded the timeframe, the EVOSS System notifies the concerned REMB Division and applicant of the issuance of 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	if concurred, the concerned REMB Division endorses the recommendation to the Secretary			the Undersecretary • Chief; Concerned REMB Division
	1.7. The Secretary acts on the recommendation		5 calendar day/s	• Secretary; Office of the Secretary
	1.8. The concerned REMB Division notifies the applicant, LS and FS on the approval and uploads a copy of the Letter approving the RE Contract Reinstatement		2 calendar day/s	• SRS; Concerned REMB Division

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: 31 calendar day/s



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

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



13. REMB-REMB13 Pre-Application Process for RE Contract Application

An applicant shall submit the written notice or document submitted by a Person to the DOE, indicating interest in the exploration, development, utilization, and commercialization of RE Resources.

Office or Division:	Renewable Energy Management Bureau (REMB)												
Classification:	Highly Technical												
Type of Transaction:	G2B (Government to Business)												
Who may avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the Department Circular No. DC2024-06-0018.												
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												
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Letter of Intent (LOI) Addressed to REMB Director (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> The letter should follow the template prescribed under Annex K of DC2024-06-0018, which can be accessible thru the EVOSS Downloadable Forms: https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms </td></tr> <tr> <td>2. Area of Interest following the mapping requirements provided below: (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> • Project Area/Site – an RE project area/site subject to Area Verification. • Location/Sketch Map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer. • TD_Form.xls* - use the Excel file which is downloaded from the EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map. • Computation of Area - For project area conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered. </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Letter of Intent (LOI) Addressed to REMB Director (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> The letter should follow the template prescribed under Annex K of DC2024-06-0018, which can be accessible thru the EVOSS Downloadable Forms: https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms		2. Area of Interest following the mapping requirements provided below: (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> • Project Area/Site – an RE project area/site subject to Area Verification. • Location/Sketch Map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer. • TD_Form.xls* - use the Excel file which is downloaded from the EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map. • Computation of Area - For project area conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE												
For Standard Requirement													
1. Letter of Intent (LOI) Addressed to REMB Director (1) Electronic Copy	Applicant / Client												
<i>Remarks:</i> The letter should follow the template prescribed under Annex K of DC2024-06-0018, which can be accessible thru the EVOSS Downloadable Forms: https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms													
2. Area of Interest following the mapping requirements provided below: (1) Electronic Copy	Applicant / Client												
<i>Remarks:</i> • Project Area/Site – an RE project area/site subject to Area Verification. • Location/Sketch Map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer. • TD_Form.xls* - use the Excel file which is downloaded from the EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map. • Computation of Area - For project area conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.													



Reminder: The required geographic coordinates system is PRS'92. Locations from Google Earth have a different coordinate system.

List of Templates and Sample Maps found in DC2024-06-0018 (for reference)

- Annex N.1 - TD_FORM.xls
- Annex N.2 - Sample Map 1 – Blocking
- Annex N.3 - Sample Map 2 – Non-Blocking
- Annex N.4 - Sample Map 3 – Hydro Power Project

Sub Requirement

2.A. Location/Sketch map* of the project area/site

2.A.1. Location/Sketch map* of the project area/site
(1) Electronic Copy

Applicant / Client

Remarks:

It must show its boundaries in relation to major environmental features using a NAMRIA topographic map or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydro).

2.B. Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer

2.B.1. Photocopy/Scanned copy of PRC Card of the Geodetic Engineer

Professional Regulation Commission - Licensure and Registration Division - Registration Section

Remarks:

Validity should cover the date of map preparation.

2.C. Excel file (TD_FORM.xls* for Blocking and ISD LD for Non-Blocking)

2.C.1. Excel file (TD_FORM.xls* for Blocking and ISD LD for Non-Blocking)
(1) Electronic Copy

Applicant / Client

Remarks:

It must contain the PRS'92 geographic coordinates of all boundary corners (except Hydro Application).

For Situational Requirement

A. If applicant opts to avail of the Certificate of Authority (COA)

A.1. List of all permits and activities to be procured/
conducted during the validity of COA

Applicant / Client



(1) Electronic Copy

Remarks:

It should follow the prescribed template provided under the Department Circular No. DC2024-06-0018:

- *Annex A.1 – Biomass*
- *Annex B.1 – Waste-to-Energy*
- *Annex C.1 – Geothermal*
- *Annex D.1 – Solar (Land-Based)*
- *Annex E.1 – Solar (Floating)*
- *Annex F.1 – Hydro*
- *Annex G.1 – Ocean*
- *Annex H.1 – Onshore Wind*
- *Annex I.1 – Offshore Wind*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits the complete set of documentary requirements and have the option to watch an AVP recording that provides an orientation to the Pre-Application Process. Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 1: • For applicants with no account in the EVOSS System, request should be made through the concerned REMB Division. For Agency Action 1.1:	1.1. ITMS-ISD checks the completeness and consistency of the submission	None	3 working day/s	• Science Research Specialist (SRS); Information Services Division (ISD)
	1.2. ITMS-ISD verify the area and uploads the Area Verification Results (for DOE View only)		18 calendar day/s	• Chief; Information Services Division (ISD) • Director; Information Technology and Management Services (ITMS) • Chief; Concerned



If submission is incomplete, ITMS-ISD thru EVOSS notifies the Applicant on the Cancellation of the application and option to re-apply. For Agency Action 1.2:			REMB Division
If the result of the Area Verification Result is not compliant, EVOSS System notifies the Applicant and Concerned REMB Division on the cancellation of the request due to non-compliance on the mapping requirements and option to re-apply For Agency Action 1.4:	1.3. If compliant, Concerned REMB Division evaluates the area verification results and Asst. Dir. prepares the Notice.	4 calendar day/s	- Chief; Concerned REMB Division - Assistant Director; Renewable Energy Management Bureau (REMB)
If area is overlap with another resource, Concerned REMB Division uploads the Verification results If the processing of application exceeded the timeframe, the EVOSS System notifies the concerned REMB Division, ITMS-ISD, and	1.4. If open for application, Concerned REMB Division uploads the Notice to Apply and Area Verification Map, and EVOSS System then notifies the Applicant and ITMS – ISD of the Notice to Apply / Area Verification Results.	1 calendar day/s	SRS; Concerned REMB Division



applicant on the issuance of the Deemed Approved Certificate				
--	--	--	--	--

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

Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



14. REMB-REMB14 Transition from Pre-Development to Development Stage

The RE Service Contract shall transition from the Pre-Development Stage to Development/Commercial Stage only after issuance by the DOE of a Certificate of Confirmation of Commerciality (COCOC).

Office or Division:	Renewable Energy Management Bureau (REMB)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Renewable Energy (Hydro, Ocean, Geothermal, Solar*, and Wind) Developers with valid Service Contracts. *Solar projects that are covered by a valid Solar Energy Service Contracts and awarded in accordance with the old guidelines.
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 of Declaration of Commerciality (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> The letter should indicate the capacity of the project in megawatt (MW) and megawatt peak (MWP) if solar.	
2. Gantt Chart of the initial 5-Year Work Plan with Narrative (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> The Narrative should follow an approved template (Annex I-1 of the DC2024-06-0018), which can be accessed at: https://legacy.doe.gov.ph/laws-and-issuances/departments-circular-no-dc2024-06-0018	
3. Map of the Production Area in acceptable ITMS format (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	



The mapping requirements should follow the prescribed format under Annex N of Department Circular No. DC2024-06-0018.

NOTES:

- **Project Area/Site** – an RE project area/site subject to Area Verification.
- **Location/Sketch Map*** - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed, and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer.
- **TD_Form.xls*** - use the Excel file which is downloaded from the EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map.
- **Computation of Area** - For project area conforming to the RE blocking system, the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.

Reminder:

- The required geographic coordinates system is **PRS'92**.
- Locations from Google Earth have a different coordinate system.

List of Templates and Sample Maps (for reference) under DC2024-06-0018:

- Annex N.1 - TD_FORM.xls
- Annex N.2 - Sample Map 1 – Blocking
- Annex N.3 - Sample Map 2 – Non-Blocking
- Annex N.4 - Sample Map 3 – Hydro Power Project

Sub Requirement

3.A. Location/Sketch map* of the Production Area

3.A.1. Location/Sketch map* of the Production Area
(1) Electronic Copy

Applicant / Client

Remarks:

It is required to show its boundaries in relation to major environmental features using a NAMRIA topographic map or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydro).

3.B. Photocopy of PRC Card & Professional Tax Receipt of the Geodetic Engineer

3.B.1. Photocopy of PRC Card & Professional Tax Receipt of the Geodetic Engineer

Professional Identification Card (PIC) or PRC license - Professional Regulation Commission (PRC)

Remarks:



Validity should cover the date of map preparation	
3.C. Excel file (TD_FORM.xls* for Blocking and ISD LD for Non-Blocking)	
3.C.1. Excel file (TD_FORM.xls* for Blocking and ISD LD for Non-Blocking) (1) Electronic Copy	Applicant / Client
Remarks: It should containing the PRS'92 geographic coordinates of all boundary corners (except Hydro Application).	
4. Feasibility Study (1) Electronic Copy	Applicant / Client
Remarks: The feasibility study should cover the following minimum activities: 1. Market Study – must identify assumptions used in a target market/s (e.g. as merchant plant, with Power Purchase Agreement, or in spot market). 2. Technical Study – with the following supporting documentary requirements: ◦ Resource Assessment Report with raw and processed data; ◦ Final layout, single line diagram, general specifications and annual energy production (AEP) of the project; ◦ Geotechnical Study Report; ◦ System/Distribution Impact Study Report; and ◦ Detailed Engineering Design of the Project, if applicable. 3. Management Study – containing strategies of development and construction of the project including the entities who will be involved as EPC Contractor, Owner's Engineer and O & M Contractor covered by Agreements/Contracts, if applicable. 4. Certified true copy of acquired applicable permits, licenses, agreements, endorsements and clearances. 5. Financial/Economic Study – on the results of analysis and interpretation of the viability of the project under the Base Case scenario (P50 or higher) and sensitivity analysis. Supporting documents: 1. Financial model/s; and 2. Proof of Financial Closing	
For Situational Requirement	
A. 4. Proof of ownership or possessory rights over the Production Area, or, subject to the approval of DOE, Duly Accomplished and Sworn Affidavit of Acquisition of Possessory Rights:	
Sub Situational Requirement/s	
A.a. For private lands, in the order of precedence, any of the following documents may be submitted:	



A.a.1. Certificates of title to the real properties in the name of the RE Developer (1) Electronic Copy	Applicant / Client
A.a.2. Contracts, deeds, agreements and the like that unconditionally grant the RE Developer ownership or right to possess the real properties for purposes of construction, installation, maintenance and operation of the RE project thereon (1) Electronic Copy	Applicant / Client
A.a.3. Contracts, deeds, agreements, and the like that unconditionally grant the RE Developer an exclusive option to acquire the ownership or the right to possess the real properties: Provided, That the right to construct, install, maintain and operate the RE project thereon is vested unto the RE Developer. (1) Electronic Copy	Applicant / Client
A.a.4. If the acceptable proof of ownership or possessory rights are not available and the Production Area is not subject of a conflicting claim, the RE Developer shall submit the following: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>1. Affidavit of Acquired Possessory Rights executed strictly in accordance with the template provided in Annex "L-3" (Template Affidavit of Acquired Possessory Rights over Private Lands) of DC2024-06-0018; and</i> <i>2. Board Resolution authorizing the affiant to execute the instrument on behalf of the RE Developer.</i>	
A.b. For public lands, in the order of precedence, any of the following documents may be submitted:	
A.b.1. i. Permits and clearances issued in favor of the RE Developer by a government agency or instrumentality that has jurisdiction over the Production Area authorizing the use of such Production Area for the RE Project (1) Electronic Copy	Applicant / Client
A.b.2. Any other permits issued by the relevant government agency or instrumentality, including Notice of Award (1) Electronic Copy	Applicant / Client
A.b.3. If the acceptable proof of ownership or possessory rights are not available and the Production Area is not subject of a conflicting claim, the RE Developer shall submit the following: (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	



1. *Affidavit of Acquired Possessory Rights* executed strictly in accordance with the template provided in Annex “L-4” (*Template Affidavit of Acquired Possessory Rights over Public Lands*) of DC2024-06-0018; and
2. *Board Resolution* authorizing the affiant to execute the instrument on behalf of the RE Developer.

A.c. Supporting Documents to the acceptable proof of ownership or possessory rights

A.c.1. Board Resolution or Secretary’s Certificate of the RE Developer and:
(1) Electronic Copy

Applicant / Client

Remarks:

1. *if the registered owner of the real property is a corporation, Board Resolution or Secretary’s Certificate issued by such corporation; or*
2. *if the registered owner is acting through a representative, a Special Power of Attorney in favor of the registered owner’s representative, each authorizing the parties to enter into the contracts, deeds, agreements, and the like;*

A.c.2. Proof of identity of the registered owner and the signatories to the contracts, deeds, agreements, and the like;
(1) Electronic Copy

Applicant / Client

A.c.3. Three (3) specimen signature of the said signatories (with exceptions under Sections 9.10.5.3 and 27.10.5.3 of DC2024-06-0018).
(1) Electronic Copy

Applicant / Client

A.d. Scanned copy of the sworn statement of RE Developer’s authorized representative, detailing the proof of ownership or possessory rights, including:

A.d.1. Denomination of the contracts, deeds, agreements, etc., the date/s of execution and the term thereof, with inclusive dates
(1) Electronic Copy

Applicant / Client

A.d.2. Names and addresses of the parties to the contracts, deeds, agreements, etc., indicating their relation, e.g., seller and buyer, lessor and lessee, and the like
(1) Electronic Copy

Applicant / Client

A.d.3. Specific section/clause in the contract, deed, agreement, etc. by which the ownership or possession of the real property is conveyed, with the said provision quoted in full
(1) Electronic Copy

Applicant / Client

A.d.4. Affirmation that the conveyance is effective, or a summary of the limitations, conditions and other terms that must be complied with before the conveyance becomes

Applicant / Client



effective (1) Electronic Copy				
A.d.5. Notarization date of the above documents (1) Electronic Copy		Applicant / Client		
A.d.6. Read-only Excel file attached to the sworn statement where the details below are presented (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> 1. RE Developer's authority to acquire ownership/possession and that its counterparty in the contracts, deeds, agreements, etc. has the right and/or authority to dispose of the same in favor the RE Developer; and 2. Confirmation that the contract, deed, agreement, etc., was executed by persons with the right to dispose of the ownership or possession of the real properties. Note: Contracts, deeds, agreements, powers of attorney, or any other document executed outside the Philippines must be submitted with the corresponding apostille or notarization, as applicable.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
*For Application Determined Qualified 1.A.RE Developer submits through the EVOSS System the complete documentary requirements Location: EVOSS System (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,	1.A.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	SRS; Concerned REMB Division
	1.A.2. Concerned REMB Division, LS and ITMS on the submission and start the conduct of the simultaneous evaluations.		7 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal



application will be deemed abandoned. For Agency Action 1.A.1: - If submission is incomplete, REMB 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 EVOSS System. - If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request.			Services (LS) - Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS)
	1.A.3. Concerned REMB Division consolidates the evaluation results and endorses the Memorandum for the Secretary through the REMB Director on the approval of the application; and ITMS prepares the Production Area Map	2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS)
For Agency Action 1.A.3: If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS its	1.A.4. Concerned REMB Division endorses the recommendation of award to LS for concurrence	2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB)



non-compliances and requires rectification of the submission within thirty (30) calendar days. For Agency Actions 1.A.5 and 1.A.6: If the Assistant Secretary and/or the Undersecretary did not concur, the concerned REMB Division notifies the applicant, ITMS and LS on the disapproval.			- Chief; Renewable Energy Legal Services Division (RELSA) - Director; Legal Services (LS)
For Agency Action 1.A.7: If the Secretary disapproved the application, the concerned REMB Division notifies the applicant, ITMS and LS on the disapproval.	1.A.5. Assistant Secretary acts on the recommendation and concerned REMB Division endorses the recommendation to the Undersecretary	2 calendar day/s	- Chief; Concerned REMB Division - Assistant Secretary; Office of the Assistant Secretary
	1.A.6. Undersecretary acts on the recommendation, if concurred, the concerned REMB Division endorses the application to the Secretary for consideration	2 calendar day/s	- Chief; Concerned REMB Division - Undersecretary; Office of the Undersecretary
If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RE Developer, LS, and ITMS of the issuance of Deemed Approved Certificate.	1.A.7. The Secretary acts on the recommendation, if approved, the Secretary signs the letter and Certificate of Confirmation of Commerciality (COCOC).	7 calendar day/s	Secretary; Office of the Secretary
For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.gov.sg	1.A.8. Concerned REMB Division uploads the signed letter and COCOC and informs the applicant to pick-up the said documents.	2 calendar day/s	SRS; Concerned REMB Division



ph/Home/ProcessFlow For Application Determined Not Qualified 1.B.RE Developer submits thru the EVOSS system the rectified application documents Location: EVOSS System (evoss.ph) Notes/Instruction: For Client Step 1: - If failure to rectify within thirty (30) calendar days, the RE Developer will receive notification of deemed abandoned For Agency Action 1.B.1: - If submission is incomplete, REMB 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	1.B.1. Concerned REMB Division checks the completeness and consistency of the submission	None	3 working day/s	SRS; Concerned REMB Division
	1.B.2. Concerned REMB Division, LS and ITMS on the submission and start the conduct of the simultaneous evaluations.		7 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS)
	1.B.3. Concerned REMB Division consolidates the evaluation results and endorses the Memorandum for the Secretary through the REMB Director on the approval of the application; and ITMS prepares the Production Area Map		2 calendar day/s	- Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Information



EVOSS System. - If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request. For Agency Action 1.B.3: - If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS its non-compliances and requires rectification of the submission within thirty (30) calendar days. For Agency Action 1.B.5: - If still not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS on the disapproval of its application. For Agency Actions 1.B.5 and 1.B.6: - If the Assistant Secretary	1.B.4. If not qualified and Applicant rectifies its submission, Concerned REMB Division, LS and ITMS on the submission and start the conduct of the evaluation/s. 1.B.5. Concerned REMB Division consolidates the evaluation results and endorses the Memorandum for the Secretary through the REMB Director on the approval of the	5 calendar day/s 2 calendar day/s	Services Division (ISD) - Director; Information Technology and Management Services (ITMS) - Chief; Concerned REMB Division - Director; Renewable Energy Management Bureau (REMB) - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS) - Chief; Concerned REMB Division - Director; Renewable Energy Manage
--	---	---	---



and/or the Undersecretary did not concur, the concerned REMB Division notifies the applicant, ITMS and LS on the disapproval. For Agency Action 1.B.7: If the Secretary disapproved the application, the concerned REMB Division notifies the applicant, ITMS and LS on the disapproval. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RE Developer, LS, and ITMS of the issuance of 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	application; and ITMS prepares the Production Area Map 1.B.6. Concerned REMB Division endorses the recommendation of award to LS for concurrence 1.B.7. Assistant Secretary acts on the recommendation and concerned REMB Division endorses the recommendation to the Undersecretary 1.B.8. Undersecretary acts on the recommendation, if concurred, the concerned REMB Division endorses the application to the Secretary for consideration	2 calendar day/s 2 calendar day/s 2 calendar day/s	nt Bureau (REMB) - Chief; Information Services Division (ISD) - Director; Information Technology and Management Services (ITMS) - Chief; Concerned REMB Division - Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Concerned REMB Division - Assistant Secretary; Office of the Assistant Secretary - Chief; Concerned REMB Division - Undersecretary; Office of the Undersecretary
--	--	---	--



	1.B.9. The Secretary acts on the recommendation, if approved, the Secretary signs the letter and Certificate of Confirmation of Commerciality (COCOC).		7 calendar day/s	Secretary; Office of the Secretary
	1.B.10. Concerned REMB Division uploads the signed letter and COCOC and informs the applicant to pick-up the said documents.		2 calendar day/s	SRS; Concerned REMB Division

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:	
*For Application Determined Qualified	Calendar Days: 24 calendar day/s Working Days: 3 working day/s
*For Application Determined Not Qualified	Calendar Days: 31 calendar day/s Working Days: 3 working day/s
Total Processing Fee:	
*For Application Determined Qualified	Total Standard Fee: None
*For Application Determined Not Qualified	Total Standard Fee: None



Office Legend

Office Groups and Divisions					
Concerned REMB Division					
Wind Energy Management Division (WEMD)	Geothermal Energy Management Division (GEMD)	Biomass Energy Management Division (BEMD)	Hydropower and Ocean Energy Management Division (HOEMD)	Solar Energy Management Division (SEMD)	



15. REMB-REMB15 Issuance of Endorsement to Purchase/Transfer/Move Explosives

The interagency cooperation between the DOE and PNP for the purchase/transfer/move explosives in line with the government's exploration and development program under the Renewable Energy Act of 2008 (RA 9513)

Office or Division:	Renewable Energy Management Bureau (REMB)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Registered RE Developer			
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 of Request (1) Electronic Copy			Applicant / Client	
2. Endorsement from Local and Regional or National PNP (Destination) (1) Electronic Copy			Philippine National Police - Firearms and Explosives Office	
3. Inventory of Blasting Magazine (1) Electronic Copy			Applicant / Client	
4. Contract between Blasting Contractor and RE Developer (1) Electronic Copy			Applicant / Client	
5. Blasting Scheme/Design (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. RE Developer chooses a RE Project from the list in EVOSS associated to the company and submits the complete	1.1. GEMD/HOEMD checks the completeness and consistency of the submission	None	3 working day/s	• Science Research Specialist (SRS); Geothermal Energy



set of documentary requirements Location: EVOSS System (https://evoss.ph/) Notes/Instruction: For Agency Action 1.1: - If the submission is incomplete, GEMD/HOEMD through the EVOSS System notifies the applicant to update the submission. - Upon resubmission, the concerned REMB Division checks the completeness and consistency of the submission within three (3) working days.			Management Division (GEMD) SRS; Hydropower and Ocean Energy Management Division
- If the submission is still incomplete, GEMD/HOEMD notifies the RE Developer on the cancellation of application due to incomplete submission. - If the applicant failed to submit the updated documents within thirty (30)	1.2. GEMD/HOEMD generates a Billing Statement and endorse it to Accounting Division for the later to issue an Order of Payment. Concerned REMB Division shall then upload the issued Order of Payment to the Applicant thru EVOSS	1 working day/s	- Chief; Geothermal Energy Management Division (GEMD) - Chief; Hydropower and Ocean Energy Management Division - Chief; Accounting



calendar days upon receipt of notice, application will be deemed abandoned. If not acted by the agency within three (3) working days, the EVOSS System generates a Deemed Complete Certificate and notifies the GEMD/HOEMD to generate a Billing Statement. For a detailed guide on this process, please refer to the process flows on the EVOSS website: https://evoss.ph/Home/ProcessFlow				Division (AD)
2. RE Developer pays the necessary fees and uploads the proof of payment thru the EVOSS System Location: For payment of fees: DOE Cashier or other modes of payment For uploading of Proof of Payment: EVOSS System (https://evoss.ph/) Notes/Instruction: For Client Step 2: If failure to pay within five (5) working days, the RE	2.1. If payment has been made, EVOSS notifies Treasury Division to validate the proof of payment 2.2. Treasury Division issues an Invoice/Official Receipt and uploads it thru the EVOSS System. 2.3. If payment is valid, EVOSS creates the deliverables and	Standard Fees Breakdown: Application Fee: PHP 750 Total: PHP 750	1 working day/s 1 working day/s 3 calendar day/s	- Chief; Treasury Division (TD) - Chief; Treasury Division (TD) - Chief; Geothermal Energy



Developer will receive notification of deemed abandoned. For Agency Action 2.1: - If payment is not valid, the Treasury Division notifies the applicant through an email to rectify the payment within two (2) working days. - If payment is rectified, the Treasury Division validates the proof of payment within one (1) working day. - If failed to rectify within two (2) working days, the applicant will receive notification of deemed abandoned. - If payment is still not valid within the timeframe, EVOSS System notifies the applicant of the notice of disqualification.	sets DOE time to start (Day 1). GEMD/HOEMD then conducts Technical Evaluation. If qualified, concerned REMB Division notifies the Legal Services (LS) to proceed with the evaluation.			Management Division (GEMD) - Chief; Hydropower and Ocean Energy Management Division - Director; Renewable Energy Management Bureau (REMB)
	2.4. The Legal Services conducts legal evaluation. If passed the legal evaluation, LS endorses the application to concerned REMB Division for further processing.		4 calendar day/s	- Chief; Renewable Energy Legal Services Division (RELSD) - Director; Legal Services (LS) - Chief; Geothermal Energy Management Division (GEMD) - Chief; Hydropower and Ocean Energy Management Division



For Agency Action 2.2: - If not qualified, GEMD/HOEMD notifies the RE Developer of the disapproval. For Agency Action 2.3: - If failed the legal evaluation, GEMD/HOEMD notifies the RE Developer and LS of the disapproval. For Agency Action 2.5: - If disapproved, GEMD/HOEMD notifies the RE Developer and LS of the disapproval. If exceeded the timeframe, EVOSS System notifies GEMD/HOEMD, LS, 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	2.5. REMB Director acts on the application 2.6. If approved, concerned REMB Division notifies the RE Developer on the approval and upload a copy of the approved Endorsement Letter		3 calendar day/s 1 calendar day/s	- Director; Renewable Energy Management Bureau (REMB) - SRS; Geothermal Energy Management Division (GEMD) - SRS; Hydropower and Ocean Energy Management Division
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: 11 calendar day/s Working Days: 6 working day/s
Total Processing Fee:	Total Standard Fee: PHP 750