



Energy Resource Development Division (VFO-ERDD)
External Services



1. VFO-ERDD01 Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit

All coal mines must have a Safety Department headed by a Safety Engineer duly registered with the DOE. SE and SI Permits shall be issued to qualified individuals. SE Permit will expire upon the expiry of the SSCMP or Coal Operating Contract (COC) unless earlier relinquished or revoked. SI Permit is valid for one (1) year. The issuance is based on Department Circular No. DC2018-12-0028.

Office or Division:	Energy Resource Development Division (VFO-ERDD)			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Assigned Safety Engineer and Safety Inspector of Small-Scale Coal Mining Permit (SSCMP) Holders.			
Operating Hours:	24/7			
Statute:	Energy Virtual One-Stop Shop Act (Republic Act 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 ERDB Form No. DOE-ERDB-QF-001 (1) Electronic Copy	Department of Energy - Visayas Field Office - Energy Resources Development Division			
<i>Remarks:</i> Access the downloadable DOE-ERDB-QF-001 Application Form REV2 through this link: Downloadable Forms				
2. Endorsement from the SSCMP holder addressed to the VFO Director (1) Electronic Copy	Applicant / Client			
<i>Remarks:</i> Document uploaded through the Energy Virtual One-Stop Shop System (EVOSS) should contain a wet signature.				
3. Digital 2"x2" ID Photo (minimum 600x600 pixels, any plain background color, dress code: with collar taken not less than three (3) months at the time of the application). (1) Electronic Copy	Applicant / Client			
4. Signed Resume (1) Electronic Copy	Applicant / Client			
<i>Remarks:</i> Document uploaded through the Energy Virtual One-Stop Shop System (EVOSS) should contain a wet signature.				
5. Valid Police Clearance with copy of Official Receipt of the Payment (1) Electronic Copy	Philippine National Police - Local Police Station			
For Situational Requirement				
A. For Safety Engineer				
A.1. Valid PRC License for Mining Engineer Upload scanned copy of Professional ID Card issued by the Professional Regulation Commission (PRC)				
Sub Situational Requirement/s				
A.a. Permanent Registration				
A.a.1. Certificate of Employment showing at least two (2) years working experience in underground mining operations for underground coal mines of surface mining operations for surface coal mines (1) Electronic Copy	Applicant / Client			
A.a.2. Certificate/s of Training in General Safety and Health related to Mining Operations with at least cumulative of eight (8) hours (1) Electronic Copy	Applicant / Client			



A.b. Temporary Registration (Graduate of a Mining Engineering Course)				
A.b.1. Valid PRC License for Mining Engineer Upload scanned copy of Professional ID Card issued by the Professional Regulation Commission (PRC)				
A.b.2. Certificate of Employment showing experience in underground coal mines or surface mining operations for surface coal mines (1) Electronic Copy			Applicant / Client	
A.b.3. Certificate/s of Training in General Safety and Health related to Mining Operations (1) Electronic Copy			Applicant / Client	
A.c. Temporary Registration (Any other Engineer, Geologist, Metallurgist and Chemist)				
A.c.1. Certificate of Employment showing at least one (1) year experience as Safety Inspector in an underground or surface coal mines (1) Electronic Copy			Applicant / Client	
B. For Safety Inspector				
Sub Situational Requirement/s				
B.a. Graduate of a Mining Engineering Course				
B.a.1. College Diploma (1) Electronic Copy			Applicant / Client	
B.b. Graduate of any Engineering, Geology, Metallurgy or Chemistry Course				
B.b.1. College Diploma (1) Electronic Copy			Applicant / Client	
B.b.2. Certificate of Employment showing at least one (1) year experience in safety work in mining operation (1) Electronic Copy			Applicant / Client	
B.c. Undergraduate of any Engineering, Geology, Metallurgy or Chemistry Course				
B.c.1. College Scholastic Records (1) Electronic Copy			Applicant / Client	
B.c.2. Certificate of Employment showing at least three (3) years experience in safety work in mining operation (1) Electronic Copy			Applicant / Client	
B.d. High School Graduate				
B.d.1. High School Diploma (1) Electronic Copy			Applicant / Client	
B.d.2. Certificate of Employment showing at least five (5) years experience in safety work in mining operation (1) Electronic Copy			Applicant / Client	
B.e. High School Undergraduate				
B.e.1. High School scholastic Records (1) Electronic Copy			Applicant / Client	
B.e.2. Certificate of Employment showing at least ten (10) years experience in safety work in mining operation (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits through the Energy Virtual One-Stop Shop (EVOSS) System the complete set of Documentary Requirements Location: EVOSS System (https://www.evoss.ph/)	1.1. VFO Records Officer checks the completeness and consistency of the submission*	None	3 working day/s	Science Research Specialist I; Energy Resource Development Division (VFO-ERDD)

Notes/Instruction:



<i>*If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate, and notifies the Applicant and ERDD thru a system generated email notification on the issuance of Deemed Complete Certificate</i> <i>For incomplete documents, ERDD uploads the Rejection Letter signed by the VFO Director due to incomplete submission within 3 calendar days. EVOSS System notifies the Applicant thru a system generated email notification on the rejection of the submitted application</i>	1.2. VFO Records Officer prepares the Order of Payment and sends it to the client's email.		12 hour/s	Science Research Specialist I; Energy Resource Development Division (VFO-ERDD)
	1.3. VFO Records Officer uploads the Order of Payment and encodes the Serial No. (EVOSS System notifies the Applicant and VFO Collecting Officer thru a system generated email notification to pay the processing fee within 3 working days)		12 hour/s	Science Research Specialist I; Energy Resource Development Division (VFO-ERDD)
2. Applicant pays the application/processing fee within 3 working days* Location: 5th Floor, Escario Building, 731 Escario Street, Cebu City Notes/Instruction: Applicant pays in cash directly to our Cashier, or thru Postal Money Order, Manager's or Cashier's Check, and uploads the proof of payment in the EVOSS System (https://www.evoss.ph/) <i>*If the applicant fails to pay the application/processing fee within 3 working days, ERDD uploads the Rejection Letter signed by the VFO Director due to incomplete submission within 3 calendar days. EVOSS System notifies the Applicant, and VFO Collecting Officer of the cancellation due to non payment.</i> <i>**For payment that is not valid, EVOSS System notifies the Applicant and ERDD thru a system generated email notification. ERDD uploads the Rejection Letter signed by the VFO Director due to incomplete submission within 3 calendar days. EVOSS System notifies the Applicant, and Treasury Division or Concerned Field Collecting Officer of the cancellation due to invalid payment</i> <i>***If application exceeded 11 calendar days, EVOSS System notifies the Applicant and ERDD thru a system generated email notification on the</i>	2.1. VFO Collecting Officer validates the proof of payment**	Standard Fees Breakdown: Application Fee: PHP 550 Total: PHP 550	1 working day/s	Admin Officer II; Office of the Director (VFO-OD)
	2.2. VFO Collecting Officer uploads the Official Receipt and encodes the OR Number. (EVOSS System notifies the Applicant and Concerned Unit thru a system generated email notification of the uploaded Official Receipt)		1 working day/s	Admin Officer II; Office of the Director (VFO-OD)
	2.3. ERDD conducts technical evaluation of the submitted application.***EVOSS System creates the deliverable in the System (Start of Day 1 (1/11 Calendar Days)		5 calendar day/s	- Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD) - Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	2.4. VFO Director reviews the endorsed application.***		5 calendar day/s	Director III; Office of the Director (VFO-OD)
	2.5. ERDD uploads the signed and approved Safety		1 calendar day/s	Science Research



issuance of Deemed Approved Certificate If NOT QUALIFIED, ERDD disapproves the application and uploads the Disapproval Letter signed by the VFO Director. EVOSS System notifies the Applicant thru a system generated email notification on the rejection of the submitted application.	Engineer's/ Inspector's Permit.***(EVOSS System notifies the Applicant thru a system generated email notification of the Approved Safety Engineer's/ Inspector's Permit)			Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
General Remarks In compliance with Republic Act No. 11234, also known as "An Act Establishing the Energy Virtual One-Stop Shop (EVOSS) for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission, and Distribution Projects," all applications for Safety Engineer's and Safety Inspector's Permits shall now be filed and processed through the EVOSS System. ----- <i>Disclaimer: The official processing timeline for EVOSS-covered services is counted in calendar days, starting from the submission of complete documentary requirements. This is based on:</i> • Section 13(a), Republic Act No. 11234: The time frame shall be counted from the submission of complete documentary requirements. • Part III, Rule 9 (Section 2), Department Circular No. DC2019-05-0007: The completeness of submission triggers the start of the processing time. • This applies to the DOE and all its attached bureaus, offices, agencies, and GOCCs, with a processing period of sixty (60) calendar days. <i>If any issues, discrepancies, or exceptions arise during processing, please refer to the official process workflow for the specific service on EVOSS.ph for guidance. This ensures all deviations are handled according to the EVOSS system guidelines.</i>				
Total Processing Time:		Calendar Days: 11 calendar day/s Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 550		



2. VFO-ERDD02 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent and Supervised by Coal Operating Contract (COC) Holders – New

The issuance of SSCMP is for an interested individual, Filipino citizen, of legal age, and resident of the place or area where the coal deposit is located. A coal permit shall cover a compact and contiguous area of not exceeding five (5) hectares with a geological coal reserve not exceeding 50,000 metric tons. The issuance is in accordance with Bureau of Energy Development (BED) Circular No. 87-03-001, "Providing for Guidelines and Procedure to Implement a Program that will Allow Small-Scale Coal Mining."

Office or Division:	Energy Resource Development Division (VFO-ERDD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Any interested individual who is a Filipino citizen, of legal age, and a bona fide resident of the area where the coal deposit is located, as duly certified by the Barangay Captain and the Local Mayor.	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	Bureau of Energy Development (BED) Circular No. 87-03-001, "Providing for Guidelines and Procedure to Implement a Program that will Allow Small-Scale Coal Mining."	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Letter addressed to VFO director and signed by the Applicant (1) Original Copy	Applicant / Client	
2. Affidavit of Authenticity (1) Original Copy	Department of Energy - Visayas Field Office - Energy Resource Development Division	
3. Filled out Application Form (1) Original Copy	Department of Energy - Visayas Field Office - Energy Resource Development Division	
4. Survey Plans (1 mylar, 2 whiteprints) signed by a Geodetic Engineer (2) Original Copy	Applicant / Client	
Remarks: Two (2) survey plans, each indicating the following: (a) the detailed mine plan; and (b) the boundaries of the landowners concerned, if applicable.		
5. Area Clearance with Technical Description (1) Photo Copy	Department of Energy - Information Technology Management Services	
6. Certification of Residency (1) Original Copy	Local Government Unit - Barangay and Municipal/City	
Remarks: Submit each of the following: a. Certification from Barangay Captain b. Certification from Municipal/City Mayor		
7. Work Program (signed and sealed by Mining Engineer) (1) Original Copy	Applicant / Client	
Remarks: The Work Program must contain the following details: a. Computation of Coal Reserves b. Mining Method to be used c. Projection of Daily and Annual Production Rates d. Table of Organization e. List of Mining Equipment f. Geological Map of Area Applied, Scale 1:1000		



<i>g. Detailed Mine Plan, Scale 1:1000</i> <i>h. Production Cost per metric ton</i> <i>i. Minimum Acceptable Market Price per metric ton</i>				
8. Proof of Working Capital of not less than P10,000.00 (i.e., Certificate of Bank Deposit) (1) Photo Copy			Applicant / Client	
9. Current Real Property Tax Declaration (issued in the current year) (1) Photo Copy			Local Government Unit - City/Municipality Assessor's Office	
<i>Remarks:</i> <i>Include the following:</i> • <i>Proof of authority over the area, such as photocopy of the land title or the original copy of the lease contract or deed of sale, whichever is applicable.</i> • <i>Land Owner's Consent with valid government-issued IDs of the landowner/s, if applicable</i>				
10. Copy of Official Receipt or validated deposit slip for the payment of the application fee amounting to Php 1,000.00 per hectare or fraction thereof (non-refundable), processed thru Collection Monitoring System (COMS) (1) Photo Copy			Department of Energy - Visayas Field Office - Office of the Director	
For Situational Requirement				
A. Additional Requirements for Supervised Small-Scale Coal Mining Permit (SSCMP)				
A.1. Operating Agreement (1) Original Copy			Applicant / Client	
A.2. Contract of Purchase and Sale (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents with proof of payment Location: 3rd Floor, Escario Building, 731 Escario Street, Cebu City	1.1. Receives the complete documents with the Official Receipt/Proof of Payment and transmits through Document Tracking System (DTS) to the Office of the Director	None	1 working day/s	• Science Research Specialist I; Energy Resource Development Division (VFO-ERDD)
	1.2. VFO-OD Staff receives the documents and the VFO Director endorses to Energy Resource Development Division		1 working day/s	• Administrative Officer IV; Office of the Director (VFO-OD) • Director III; Office of the Director (VFO-OD)
	1.3. Assigns to the concerned processor for technical evaluation		1 working day/s	• Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.4. Assigned processor conducts technical evaluation		5 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.5. Endorses to Legal Section for review and evaluation		1 working day/s	• Science Research Specialist II /



			Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.6. Legal Section conducts legal evaluation	2 working day/s	• Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.7. Legal Section endorses the application to the Energy Resource Development Division for preparation of the Permit	1 working day/s	• Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.8. Prepares the Permit and application documents and endorses to the Division Chief for review	2 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.9. Reviews and endorses the documents to the Office of the Director for final review and approval	2 working day/s	• Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.10. Reviews and approves the documents	2 working day/s	• Director III; Office of the Director (VFO-OD)
	1.11. Records and transmits the approved documents to the Energy Resource Development Division	1 working day/s	• Administrative Officer IV; Office of the Director (VFO-OD)
	1.12. Notifies the applicant of the approved Permit	1 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



3. VFO-ERDD03 Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent and Supervised by Coal Operating Contract (COC) Holders – Renewal

The issuance of SSCMP is for an interested individual, Filipino citizen, of legal age, and resident of the place or area where the coal deposit is located. A coal permit shall cover a compact and contiguous area of not exceeding five (5) hectares with a geological coal reserve not exceeding 50,000 metric tons. The issuance is in accordance with Bureau of Energy Development (BED) Circular No. 87-03-001, "Providing for Guidelines and Procedure to Implement a Program that will Allow Small-Scale Coal Mining."

Office or Division:	Energy Resource Development Division (VFO-ERDD)	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Small-Scale Coal Mining Permit Holders intending to renew their permits.	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	Bureau of Energy Development (BED) Circular No. 87-03-001, "Providing for Guidelines and Procedure to Implement a Program that will Allow Small-Scale Coal Mining."	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Letter addressed to VFO director and signed by the Applicant (1) Original Copy	Applicant / Client	
2. Affidavit of Authenticity (1) Original Copy	Department of Energy - Visayas Field Office - Energy Resource Development Division	
3. Filled out Application Form (1) Original Copy	Department of Energy - Visayas Field Office - Energy Resource Development Division	
4. Survey Plans (1 mylar, 2 whiteprints) signed by a Geodetic Engineer (2) Original Copy	Applicant / Client	
Remarks: Two (2) survey plans, each indicating the following: (a) the detailed mine plan; and (b) the boundaries of the landowners concerned, if applicable.		
5. Certification of Residency (1) Original Copy	Local Government Unit - Barangay and Municipal/City	
Remarks: Submit each of the following: a. Certification from Barangay Captain b. Certification from Municipal/City Mayor		
6. Work Program (signed and sealed by Mining Engineer) (1) Original Copy	Applicant / Client	
Remarks: The Work Program must contain the following details: a. Computation of Coal Reserves b. Mining Method to be used c. Projection of Daily and Annual Production Rates d. Table of Organization e. List of Mining Equipment f. Geological Map of Area Applied, Scale 1:1000 g. Detailed Mine Plan, Scale 1:1000 h. Production Cost per metric ton		



i. Minimum Acceptable Market Price per metric ton

7. Proof of Working Capital of not less than P10,000.00 (i.e., Certificate of Bank Deposit) (1) Photo Copy	Applicant / Client
8. Current Real Property Tax Declaration (issued in the current year) (1) Photo Copy	Local Government Unit - City/Municipality Assessor's Office
Remarks: Include the following: • Proof of authority over the area, such as photocopy of the land title or the original copy of the lease contract or deed of sale, whichever is applicable. • Land Owner's Consent with valid government-issued IDs of the landowner/s, if applicable	
9. Copy of Official Receipt or validated deposit slip for the payment of the application fee amounting to Php 1,000.00 per hectare or fraction thereof (non-refundable), processed thru Collection Monitoring System (COMS) (1) Photo Copy	Department of Energy - Visayas Field Office - Office of the Director

For Situational Requirement

A. Additional Requirements for Supervised Small-Scale Coal Mining Permit (SSCMP) – Renewal

A.1. Operating Agreement (1) Original Copy	Applicant / Client
A.2. Contract of Purchase and Sale (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents with proof of payment Location: 3rd Floor, Escario Building, 731 Escario Street, Cebu City	1.1. Receives the complete documents with the Official Receipt/Proof of Payment and transmits through Document Tracking System (DTS) to the Office of the Director	None	1 working day/s	• Science Research Specialist I; Energy Resource Development Division (VFO-ERDD)
	1.2. VFO-OD Staff receives the documents and the VFO Director endorses to Energy Resource Development Division		1 working day/s	• Administrative Officer IV; Office of the Director (VFO-OD) • Director III; Office of the Director (VFO-OD)
	1.3. Assigns to the concerned processor for technical evaluation		1 working day/s	• Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.4. Assigned processor conducts technical evaluation		5 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.5. Endorses to Legal Section for review and evaluation		1 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy



			Resource Development Division (VFO-ERDD)
	1.6. Legal Section conducts legal evaluation	2 working day/s	• Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.7. Legal Section endorses the application to the Energy Resource Development Division for preparation of the Permit	1 working day/s	• Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.8. Prepares the Permit and application documents and endorses to the Division Chief for review	2 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.9. Reviews and endorses the documents to the Office of the Director for final review and approval	2 working day/s	• Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.10. Reviews and approves the documents	2 working day/s	• Director III; Office of the Director (VFO-OD)
	1.11. Records and transmits the approved documents to the Energy Resource Development Division	1 working day/s	• Administrative Officer IV; Energy Resource Development Division (VFO-ERDD)
	1.12. Notifies the applicant of the approved Permit	1 working day/s	• Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



4. VFO-ERDD04 Issuance of Certificate of Accreditation for Coal End-User (CEU)

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, entities that requires the supply and delivery of coal for its own use or utilization, such as, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries must be accredited with the Department of Energy.

Applications shall be made with the concerned DOE Field Office where its business operation/plant that utilizes or will utilize coal is located. In the case of applications covering Regions IV-A, IV-B, V, and the National Capital Region (NCR), the same shall be filed with the DOE Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Energy Resource Development Division (VFO-ERDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Any entity that requires the supply and delivery of coal for its own use or utilization, such as, but not limited to, power generation, cement, metal processing, chemical, canning, paper, rubber, garments, food and beverage, and other manufacturing industries.	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	DOE Department Circular No. DC2025-11-0027, or the "Guidelines on Coal Trading and Utilization."	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy		Department of Energy - Visayas Field Office - Energy Resources Development Division
<i>Remarks:</i> Department Circular No. DC2025-11-0027 Annex A – Application Form Downloadable Form: https://bit.ly/AnnexA-ApplicationForm		
2. Registration Certificate <i>Any of the following:</i>		
2.A. Securities and Exchange Commission (SEC) (1) Certified True Copy		Securities and Exchange Commission - Securities Registration Division
<i>Remarks:</i> For Partnership or Corporation. Include the Articles of Incorporation and By Laws.		
---- OR ----		
2.B. Department of Trade and Industry (DTI) (1) Certified True Copy		Department of Trade and Industry - Regional Office/Provincial Office/Negosyo Centers
<i>Remarks:</i> For Single Proprietorship		
---- OR ----		
2.C. Cooperative Development Authority (CDA) (1) Certified True Copy		Cooperative Development Authority - Registration Division
<i>Remarks:</i> For Cooperatives		
3. Business Permit (1) Certified True Copy		Local Government Unit - Mayor's Office
<i>Remarks:</i>		



Issued by the City or Municipality where the business operation/plant that utilizes or will utilize coal is located and, if applicable, a certified true copy of the Business Permit from the City or Municipality where the storage facility is located.				
4. Technical specifications of coal-fired equipment and plant location map (1) Photo Copy		Applicant / Client		
5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies (1) Photo Copy		Applicant / Client		
6. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) and Permit to Operate (PTO) each in respect of the coal facility (1) Certified True Copy		Department of Environment and Natural Resources - Environmental Management Bureau		
7. Photos of the coal storage facility (1) Original Copy		Applicant / Client		
Remarks: All photographs must be geotagged and shall reflect the latest date.				
8. Copy of the invoice as proof of payment of the application fee amounting to Php 10,000.00 (non-refundable) (1) Photo Copy		Department of Energy - Visayas Field Office		
Remarks: To process payment, the applicant shall submit a scanned copy of the duly accomplished and notarized Application Form (DC2025-11-0027- Annex A) to the following email addresses: vfo.admin@doe.gov.ph and vfo.erds@doe.gov.ph Email Subject: Application for the Issuance of Certificate of Accreditation as Coal End-User (CEU) The Visayas Field Office prepares a billing statement for the issuance of an Order of Payment, which shall be sent to the applicant's email address indicated in the application form. Within ten (10) calendar days from the issuance of the Order of Payment, the applicant shall pay a non-refundable application fee in the amount of Ten Thousand Pesos (Php 10,000.00), net of all charges, such as, but not limited to, documentary stamps and wire/cable charges, which shall be for the account of the applicant. Payments may be made in cash, manager's cheque, postal money order, or via wire/bank transfer payable to the "Department of Energy."				
For Situational Requirement				
A. Service agreement with an accredited Coal Logistics Service Provider (CLSP), if applicable.				
A.1. Service agreement with an accredited Coal Logistics Service Provider (CLSP) (1) Certified True Copy		Applicant / Client		
Remarks: Pursuant to DOE Department Circular No. DC2025-11-0027, one of the obligations of the Coal End User (CEU) is to engage only the services of accredited Coal Logistics Service Providers (CLSPs) for coal transport and handling.				
B. Proof of authority of the representative of the applicant, if applicable				
B.1. Proof of authority of the representative of the applicant (1) Original Copy Or (1) Certified True Copy		Applicant / Client		
Remarks: For corporations - submit Secretary's Certificate with Board Resolution, stating the full name/s of the authorized representative/s. For cooperatives/single proprietorship - submit Special Power of Attorney (SPA), stating the full name/s of the authorized representative/s.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents with proof of payment Location:	1.1. Receives the complete documents with the Official Receipt/Proof of Payment and transmits through Document Tracking System (DTS) to the Office of the Director	None	1 working day/s	Science Research Specialist I; Energy Resource Development



3rd Floor, Escario Building, 731 Escario Street, Cebu City			Division (VFO-ERDD)
	1.2. VFO-OD Staff receives the documents and the VFO Director endorses to Energy Resource Development Division	1 working day/s	- Administrative Officer IV; Office of the Director (VFO-OD) - Director III; Office of the Director (VFO-OD)
	1.3. Assigns to the concerned processor for technical evaluation	1 working day/s	Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.4. Assigned processor conducts technical evaluation	5 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.5. Endorses to Legal Section for review and evaluation	1 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.6. Legal Section conducts legal evaluation	2 working day/s	Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.7. Legal Section endorses the application to the Energy Resource Development Division for preparation of the Certification	1 working day/s	Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.8. Prepares the Certification and application documents and endorses to the Division Chief for review	2 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.9. Reviews and endorses the documents to the Office of the Director for final review and approval	2 working day/s	Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.10. Reviews and approves the documents	2 working day/s	Director III; Office of the Director (VFO-OD)
	1.11. Records and transmits the approved documents to the	1 working day/s	Administrative Officer IV; Office



	Energy Resource Development Division		of the Director (VFO-OD)
	1.12. Notifies the applicant of the approved Certification	1 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



5. VFO-ERDD05 Issuance of Certificate of Accreditation for Coal End-User (CEU) – Renewal

Pursuant to DOE Department Circular No. DC2025-11-0027, otherwise known as the Guidelines on Coal Trading and Utilization, an accredited Coal Trader, Coal End-User, or Coal Logistics Service Provider may apply for renewal of its Certificate of Accreditation not earlier than ninety (90) calendar days but not later than thirty (30) calendar days prior to its expiration.

Applications shall be made with the concerned DOE Field Office where its business operation/plant that utilizes or will utilize coal is located. In the case of applications covering Regions IV-A, IV-B, V, and the National Capital Region (NCR), the same shall be filed with the DOE Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

Office or Division:	Energy Resource Development Division (VFO-ERDD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Accredited Coal End-Users intending to renew their Certificates of Accreditation.	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	DOE Department Circular No. DC2025-11-0027, or the "Guidelines on Coal Trading and Utilization."	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form (1) Original Copy		Local Government Unit - Mayor's Office
<i>Remarks:</i> Department Circular No. DC2025-11-0027 Annex A – Application Form Downloadable Form: https://bit.ly/AnnexA-ApplicationForm		
2. Registration Certificate <i>Any of the following:</i>		
2.A. Securities and Exchange Commission (SEC) (1) Certified True Copy		Securities and Exchange Commission - Securities Registration Division
<i>Remarks:</i> For Partnership or Corporation. Include the Articles of Incorporation and By Laws.		
---- OR ----		
2.B. Department of Trade and Industry (DTI) (1) Certified True Copy		Department of Trade and Industry - Regional Office/Provincial Office/Negosyo Centers
<i>Remarks:</i> For Single Proprietorship		
---- OR ----		
2.C. Cooperative Development Authority (CDA) (1) Certified True Copy		Cooperative Development Authority - Registration Division
<i>Remarks:</i> For Cooperatives		
3. Business Permit (1) Certified True Copy		Local Government Unit - Mayor's Office
<i>Remarks:</i> Issued by the City or Municipality where the business operation/plant that utilizes or will utilize coal is located and, if applicable, a certified true copy of the Business Permit from the City or Municipality where the storage facility is located.		



4. Technical specifications of coal-fired equipment and plant location map (1) Photo Copy	Applicant / Client
5. Proof of ownership or duly notarized lease contract of the coal storage facility/ies (1) Photo Copy	Applicant / Client
6. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) and Permit to Operate (PTO) each in respect of the coal facility (1) Certified True Copy	Department of Environment and Natural Resources - Environmental Management Bureau
7. Photos of the coal storage facility (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>All photographs must be geotagged and shall reflect the latest date.</i>	
8. Copy of the invoice as proof of payment of the application fee amounting to Php 10,000.00 (non-refundable) (1) Photo Copy	Department of Energy - Visayas Field Office
<i>Remarks:</i> To process payment, the applicant shall submit a scanned copy of the duly accomplished and notarized Application Form (DC2025-11-0027- Annex A) to the following email addresses: vfo.admin@doe.gov.ph and vfo.erds@doe.gov.ph Email Subject: Application for the Issuance of Certificate of Accreditation as Coal End-User (CEU) - Renewal The Visayas Field Office prepares a billing statement for the issuance of an Order of Payment, which shall be sent to the applicant's email address indicated in the application form. Within ten (10) calendar days from the issuance of the Order of Payment, the applicant shall pay a non-refundable application fee in the amount of Ten Thousand Pesos (Php 10,000.00), net of all charges, such as, but not limited to, documentary stamps and wire/cable charges, which shall be for the account of the applicant. Payments may be made in cash, manager's cheque, postal money order, or via wire/bank transfer payable to the "Department of Energy."	
9. Financial Clearance (1) Photo Copy	Department of Energy - Financial Services- Conventional Energy Resources Compliance Division
For Situational Requirement	
A. Service agreement with an accredited Coal Logistics Service Provider (CLSP), if applicable	
A.1. Service agreement with an accredited Coal Logistics Service Provider (CLSP) (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>Pursuant to DOE Department Circular No. DC2025-11-0027, one of the obligations of the Coal End User (CEU) is to engage only the services of accredited Coal Logistics Service Providers (CLSPs) for coal transport and handling.</i>	
B. Proof of authority of the representative of the applicant, if applicable	
B.1. Proof of authority of the representative of the applicant (1) Original Copy Or (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>For corporations - submit Secretary's Certificate with Board Resolution, stating the full name/s of the authorized representative/s.</i> <i>For cooperatives/single proprietorship - submit Special Power of Attorney (SPA), stating the full name/s of the authorized representative/s.</i>	
C. For Renewal Accreditation with Valid and Unchanged Documentary Requirements	
C.1. Sworn Certification of Validity of Previously Submitted Documents (1) Original Copy	Department of Energy - Visayas Field Office
<i>Remarks:</i> <i>In case the documentary requirements previously submitted remain valid and unchanged as of the time of application for renewal, the applicant may submit a sworn certification (Annex B), duly signed by its authorized representative, attesting to the continued validity, accuracy, and completeness of such documents, in lieu of resubmission of documentary requirements.</i>	



Downloadable Form: <https://bit.ly/AnnexB-SwornCertification>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documents with proof of payment Location: 3rd Floor, Escario Building, 731 Escario Street, Cebu City	1.1. Receives the complete documents with the Official Receipt/Proof of Payment and transmits through Document Tracking System (DTS) to the Office of the Director	None	1 working day/s	Science Research Specialist I; Energy Resource Development Division (VFO-ERDD)
	1.2. VFO-OD Staff receives the documents and the VFO Director endorses to Energy Resource Development Division		1 working day/s	- Administrative Officer IV; Office of the Director (VFO-OD) - Director III; Office of the Director (VFO-OD)
	1.3. Assigns to the concerned processor for technical evaluation		1 working day/s	Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.4. Assigned processor conducts technical evaluation		5 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.5. Endorses to Legal Section for review and evaluation		1 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.6. Legal Section conducts legal evaluation		2 working day/s	Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.7. Legal Section endorses the application to the Energy Resource Development Division for preparation of the Certification		1 working day/s	Attorney III / Attorney IV; Legal Section (VFO-Legal)
	1.8. Prepares the Certification and application documents and endorses to the Division Chief for review		2 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)



	1.9. Reviews and endorses the documents to the Office of the Director for final review and approval		2 working day/s	Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.10. Reviews and approves the documents		2 working day/s	Director III; Office of the Director (VFO-OD)
	1.11. Records and transmits the approved documents to the Energy Resource Development Division		1 working day/s	Administrative Officer IV; Office of the Director (VFO-OD)
	1.12. Notifies the applicant of the approved Certification		1 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



6. VFO-ERDD06 Issuance of Coal Transport Permit (CTP)

Pursuant to the DOE Department Circular No. DC2025-11-0027, or the Guidelines on Coal Trading and Utilization, for every delivery of coal, accredited Coal Traders, Coal End-Users, and Holders of Small-Scale Coal Mining Permits shall request the issuance of a **Coal Transport Permit (CTP)** from the concerned DOE Office having jurisdiction over the place where the coal delivery will originate: Provided, That Operators of Coal Operating Contracts (COCs) under Development/Production (D/P) Phase shall request for the issuance of CTPs with the Energy Resource Development Bureau-Coal and Nuclear Mineral Resources Development Division (ERDB-CNMRDD).

On 02 March 2026, DOE issued an advisory regarding the Guidelines on the Issuance of Coal Transport Permits (Interim Arrangement): [DOE Signed Advisory](#).

Under this interim arrangement, COCs, SSCMPs, and CTs may request for the issuance of **up to twenty (20) CTPs** upon submission of the duly accomplished Application Form, and payment of a fee amounting to One Hundred Pesos (Php100.00) per CTP (per truck) requested. Immediately after each delivery, the requesting party shall provide the ERDB or the concerned DOE Field office with the duly accomplished CTP containing all the required data and information.

Office or Division:	Energy Resource Development Division (VFO-ERDD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	All accredited Coal Traders and holders of Small-Scale Coal Mining Permits engaged in the delivery of coal.
Operating Hours:	7:00 AM - 4:00 PM
Statute:	DOE Department Circular No. DC2025-11-0027, or the "Guidelines on Coal Trading and Utilization."
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Duly accomplished application form (1) Electronic Copy	Department of Energy - Visayas Field Office - Energy Resources Development Division
<i>Remarks:</i> Department Circular No. DC2025-11-0027 DC2025-11-0027_A2026-01_Annex A- Application for Coal Transport Permits (Interim Arrangement) Downloadable Form: Application for CTP (Interim Arrangement)_Annex A	
2. Copy of the invoice as proof of payment of the processing fee (1) Electronic Copy	Department of Energy - Visayas Field Office
<i>Remarks:</i> To process payment, the requesting party shall fill out the required details and upload the scanned copy of the duly accomplished Application Form (DC2025-11-0027_A2026-01_Annex A) at least seven (7) working days before the scheduled delivery with the Visayas Field Office through this link: https://forms.gle/yvF5jvNPkdeWBgS9 If complete, the Visayas Field Office prepares a billing statement for the issuance of an Order of Payment, which shall be sent to the applicant's email address indicated in the application form. The corresponding payment fee shall amount to One Hundred Pesos (Php100.00) for every CTP (per truck) requested. Requests received beyond the prescribed period shall be assessed an additional late processing fee of Php 200.00/truck per delivery. Payments may be made in cash, manager's cheque, direct over-the-counter bank deposit, or via wire/bank transfer payable to the "Department of Energy."	
For Situational Requirement	
A. Additional Requirements for Subsequent Requests for Coal Transport Permits	
A.1. Proof of Utilization of Previously Issued Coal Transport Permits (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> Subsequent requests for Coal Transport Permits (CTPs) shall be entertained only if at least 50% of the previously issued CTPs have been utilized.	



A.2. Comprehensive Report (1) Electronic Copy			Department of Energy - Visayas Field Office - Energy Resources Development Division	
<i>Remarks:</i> <i>Submission of a comprehensive report containing all such data and information in the form required.</i> <i>Downloadable Form: DC2025-11-0027_A2026-01_Annex B</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete documentary requirements through the provided link, with proof of payment sent via email Location: Documentary requirements shall be uploaded through this link: https://forms.gle/yvF5jvNPkddEWBgS9 Proof of payment shall be sent to: vfo.erds@doe.gov.ph Notes/Instruction: The requesting party shall file the duly accomplished application form at least seven (7) working days before the scheduled delivery with the concerned Field Office having jurisdiction over the city/municipality where the coal originates. Requests received beyond the prescribed period shall be assessed an additional late processing fee.	1.1. Reviews the documents and acknowledges receipt of the email	Possible Fees Breakdown: Late Processing Fee (per truck): PHP 200	1 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.2. Conducts substantial evaluation of the documents and endorses recommendation to the Supervising Science Research Specialist		2 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.3. Reviews the documents and endorses the Coal Transport Permits (CTPs) to the Division Chief		2 working day/s	Supervising Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.4. Reviews and approves the Coal Transport Permits (CTPs)		1 working day/s	Chief Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
	1.5. Emails the approved Coal Transport Permit (CTP) in .pdf form to the applicant		1 working day/s	Science Research Specialist II / Senior Science Research Specialist; Energy Resource Development Division (VFO-ERDD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		
		See other fees below		
Possible Fees Late Processing Fee (per truck) : 200				