



Legal Section (VFO-Legal)
External Services



1. VFO-OD01 Procedure on the Processing for the Issuance of Legal Clearance for Administrative Case

The Legal Clearance certifies whether an individual or entity has any pending administrative case with the Department of Energy – Visayas Field Office (DOE-VFO). It is a mandatory requirement for the issuance of certificates, permits, licenses, and other official transactions that necessitate legal clearance or verification.

Office or Division:	Legal Section (VFO-Legal)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Upstream and Downstream Oil related business / activities			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. DOE Clearance of No Pending Case (DOE-VFO-QF-00) (1) Original Copy			Department of Energy Visayas Field Office - EIMD or ERDUD	
Remarks: The "DOE Clearance of No Pending Case" form shall be filled out by the designated DOE processor as part of the application review process.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client submits the 'DOE Clearance of No Pending Case' form issued by the processor to the VFO Legal Section Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu	1.1. Acknowledge receipt and record the details of the Legal Clearance.	None	1 hour/s	• Data Encoder I, Data Encoder II; Legal Section (VFO-Legal)
	1.2. Verification of status in the database		4 hour/s	• Data Encoder I, Data Encoder II; Legal Section (VFO-Legal)
*For Application has pending case 2.A.The client submits the 'DOE Clearance of No Pending Case' form issued by the processor to the VFO Legal Section Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu	2.A.1. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS)	None	2 hour/s	• Data Encoder I / Data Encoder II / Attorney III / Attorney IV; Legal Section (VFO-Legal)
	2.A.2. Sends Order of Payment (via email), to applicant, copy to the Assessor, upon prompting from COMS.		1 hour/s	• Accounting Staff; VFO - Cashier
*For Application has NO pending case 2.B.The client submits the 'DOE Clearance of No Pending Case' form issued by the processor to the VFO Legal Section Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu	2.B. Issuance of the Legal Clearance and forwarding it to the assigned processor for further processing.	None	3 hour/s	• Data Encoder I, Data Encoder II, Attorney III, Attorney IV; Legal Section (VFO-Legal)
*For Application has pending case and settlement of case 2.C.Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location:	2.C.1. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official Receipt (OR); give the original to the client and a photocopy.	Formula Fees Breakdown: Administrative Fine for Liquid Fuels Administrative Fine for LPG Industry	3 hour/s	• Collecting Officer; VFO - Cashier



5th Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: The client must settle the payment within ten (10) days. If the Order of Payment lapses, the client must request its reissuance. If the Order of Payment lapses for a second time, a reapplication is required.	2.C.2. Update status in the database and re-verification of cases in the database		2 hour/s	Data Encoder I, Data Encoder II; Legal Section (VFO-Legal)
	2.C.3. Issuance of the Legal Clearance and forward it to the assigned processor for further processing.		1 hour/s	Data Encoder I, Data Encoder II, Attorney III, Attorney IV; Legal Section (VFO-Legal)

Total Processing Time:

*For Application has pending case	Working Days: 1 working day/s
*For Application has NO pending case	Working Days: 1 working day/s
*For Application has pending case and settlement of case	Working Days: 1 working day/s, 3 hour/s

Total Processing Fee:

*For Application has pending case	Total Standard Fee: None See other fees below
*For Application has NO pending case	Total Standard Fee: None See other fees below
*For Application has pending case and settlement of case	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

• Administrative Fine for Liquid Fuels

Based on the assessment of the legal section / **DC2017-11-0011:**

1. Illegal Trading: Php 10,000
2. Non Issuance of Official Receipt:
 1. First Offense: Php 50,000
 2. Second Offense: Php 100,000
 3. Third Offense: Php 200,000
3. Adulteration:
 1. First Offense: Php 200,000
 2. Second Offense: Php 300,000
4. Underdelivering: Php 10,000 per dispensing pump
5. Refusal/Obstruction of Inspection and Sampling:
 1. First Offense: Php 50,000
 2. Second Offense: Php 100,000
 3. Third Offense: Php 200,000
6. Hoarding: Php 10,000
7. Continuing to operate after an Order or Notice of cessation of operation has been issued: Php 10,000 per day of operation

• Administrative Fine for LPG Industry

Based on the assessment of the legal section / Annex L - Prohibited Acts and Penalties for Registration:

1. Section 38 (a) - Engaging in activities without the required licenses, permits and certificates:
 1. First Offense: Php 5,000 for each day of operation
 2. Second Offense: Php 10,000 for each day of operation
 3. Third Offense: Php 20,000 for each day of operation
2. Section 38 (b) - Engaging in activities with or as an unauthorized person:
 1. First Offense: Php 10,000 for every LPG pressure vessel or seal
 2. Second Offense: Php 20,000 for every LPG pressure vessel or seal
 3. Third Offense: Php 30,000 for every LPG pressure vessel or seal
3. Section 38 (c) - Failing to comply with the standards, requirements and guidelines:
 1. First Offense: Php 300,000; *Provided*, That for retail outlets the fine shall be Php 10,000.
 2. Second Offense: Php 500,000; *Provided*, That for retail outlets the fine shall be Php 20,000.
 3. Third Offense: Php 1,000,000; *Provided*, That for retail outlets the fine shall be Php 30,000.
4. **38 (c) (4)** - Stamping or marking wrong, misleading, incorrect or inaccurate information on LPG pressure vessels, whichever is applicable
 1. First Offense: Php 25,000 for every LPG pressure vessel or seal



2. Second Offense: Php 50,000 for every LPG pressure vessel or seal
3. Third Offense: Php 100,000 for every LPG pressure vessel or seal
4. Section 38 (d) - Engaging in activities involving LPG and LPG pressure vessels that are noncompliant with the standards, requirements, and guidelines:
 1. First Offense: Php 25,000 for every LPG pressure vessel or seal
 2. Second Offense: Php 50,000 for every LPG pressure vessel or seal
 3. Third Offense: Php 100,000 for every LPG pressure vessel or seal
 4. **Section 38 (d) (5)** - Selling or distributing LPG-filled cylinders without a seal, with a tampered, fake, or broken seal, inappropriate or unauthorized seal, or with a seal not belonging to the trademark owner or **Section 38 (d) (14)** - Possessing illegal or fake LPG seals..
 1. First Offense: Php 25,000 for every LPG pressure vessel or seal; in the case of broken seals, the fine shall be Php 1,000 for every LPG cylinder.
 2. Second Offense: Php 50,000 for every LPG pressure vessel or seal; in the case of broken seals, the fine shall be Php 4,000 for every LPG cylinder.
 3. Third Offense: Php 100,000 for every LPG pressure vessel or seal; in the case of broken seals, the fine shall be Php 8,000 for every LPG cylinder.
5. Section 38 (e) - Failing to comply with the responsibilities as an LPG industry participant:
 1. First Offense: Php 20,000.
 2. Second Offense: Php 50,000.
 3. Third Offense: Php 100,000.
 4. **Section 38 (e) (2)** - Refusing, preventing, or obstructing the inspection of its premises and records pursuant to Section 6 of the Act
 1. First Offense: Php 300,000
 2. Second Offense: Php 500,000
 3. Third Offense: Php 1,000,000
6. **Section 38 (f):**
 1. **Section 38 (f) (1)** - Destroying, tampering, altering, or modifying LPG pressure vessel through any means
 1. First Offense: Php 25,000 for every LPG pressure vessel or seal
 2. Second Offense: Php 50,000 for every LPG pressure vessel or seal
 3. Third Offense: Php 100,000 for every LPG pressure vessel or seal
 2. **Section 38 (f) (4)** - Adulterating LPG and **Section 38 (f) (5)** - Pilfering LPG: Php 1,000,000
7. Section 39 Underfilling:
 1. First Offense: Php 20,000 for every LPG pressure vessel.
 2. Second Offense: Php 30,000 for every LPG pressure vessel.
 3. Third Offense: Php 40,000 for every LPG pressure vessel.
8. Section 40 Illegal Refilling:
 1. First Offense: Php 25,000 for every LPG pressure vessel.
 2. Second Offense: Php 50,000 for every LPG pressure vessel.
 3. Third Offense: Php 100,000 for every LPG pressure vessel.



Legal Section (VFO-Legal)
Internal Services



1. VFO-OD01 Procedure on the Processing for the Issuance of Legal Clearance for Administrative Case

The Legal Clearance certifies whether an individual or entity has any pending administrative case with the Department of Energy – Visayas Field Office (DOE-VFO). It is a mandatory requirement for the issuance of certificates, permits, licenses, and other official transactions that necessitate legal clearance or verification.

Office or Division:	Legal Section (VFO-Legal)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Department of Energy-Visayas Field Office (DOE-VFO) Oil Management Division (OIMD) Processor			
Operating Hours:	7:00 AM - 4:00 PM			
Statute:	DOE Department Circular No. DC2017-11-0011 for Liquid Fuels and DOE Department Circular No. DC2022-11-0037 for Liquified Petroleum Gas (LPG) Industry			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. DOE Clearance of No Pending Case (DOE-VFO-QF-00) (1) Original Copy Or (1) Electronic Copy	Department of Energy-Visayas Field Office - Oil Industry Management Division (OIMD)			
Remarks: The "DOE Clearance of No Pending Case" form shall be filled out by the designated DOE processor and Legal Section Staff as part of the application review process.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The processor will notify the Legal Section through the Process Application Tracker (PAT) that there is an application for legal clearance. Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: If with Pending Case, inputs the remark: "With Pending Case" through the Process Application Tracker (PAT). A notification is sent to the assigned processor. The concerned processor informs the applicant via email that processing cannot proceed due to the pending case.	1.1. Opens the notification in the Process Application Tracker (PAT) to view application details.	None	2 hour/s	• Attorney III ; Legal Section (VFO-Legal)
	1.2. Verifies whether the applicant has any pending or unsettled cases by checking the database, or manually reviewing submitted inspection reports.		3 hour/s	• Attorney III; Legal Section (VFO-Legal)
	1.3. For no pending case, inputs the remark: "No Pending Case" and issues the Certificate of No Pending Case through the Process Application Tracker (PAT)		2 hour/s	• Attorney III / Attorney IV ; Legal Section (VFO-Legal)
	1.4. Endorse the Certificate of No Pending Case to the concerned processor for further processing.		1 hour/s	• Attorney III; Legal Section (VFO-Legal)
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		



VFO - Cashier
External Services



1. VFO-OD02 Payment of Fees and Fines

In compliance with Administrative Order No. 31 dated October 1, 2012, directing and authorizing all heads of departments, bureaus, commissions, agencies, offices and instrumentalities of the National Government including Government-Owned or Controlled Corporations (GOCCs) to rationalize the rates of their fees and charges, increase their existing rates and impose new fees and charges pursuant to DOF-DBM-NEDA Joint Circular No. 1-2013 dated 30 January 2013, Implementing Rules and Regulations of Administrative Order No. 31, series of 2012.

Office or Division:	VFO - Cashier			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Upstream and Downstream Oil and Coal related business / activities			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Order of Payment generated via Collection Monitoring System (COMS) (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy			Department of Energy - Accounting Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Presents duly signed Order of Payment and pay corresponding amount to the Collecting Officer either in Cash, Manager's/ Cashier's check or Postal Money Order Check Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu	1.1. Receive duly signed Order of Payment and payment	Formula Fees Breakdown: Schedule of Fees and Charges	30 minute/s	• Admin Officer II / Admin Assistant III (Collecting Officer); VFO - Cashier
	1.2. Prepare signed pre-numbered Official Receipt (OR)		1 hour/s	• Admin Officer II / Admin Assistant III (Collecting Officer); VFO - Cashier
	1.3. Photocopy the issued OR for processor's copy		1 hour/s	• Admin Officer II / Admin Assistant III (Collecting Officer); VFO - Cashier
	1.4. Issue the original copy of the OR to the client together with the photocopy		30 minute/s	• Admin Officer II / Admin Assistant III (Collecting Officer); VFO - Cashier
Total Processing Time:		Working Days: 3 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				
Schedule of Fees and Charges https://legacy.doe.gov.ph/fees-and-charges ○ Certificate of Compliance (COC) for LPP establishments: 3,100.00 ○ Renewal of COC: 3,000.00 ○ Issuance of COC for Alternative Retail Outlet (TS, Marine and Emergency): 3,100.00 ○ Renewal of COC for Alternative Retail Outlet (TS, Marine and Emergency): 3,000.00 ○ Issuance of Certificate of Non-Coverage (CNC): 3,100.00 ○ Issuance of Certificate for Hauler (own use at retail level): 1,050.00 ○ Issuance of License to Operate (LTO) for LPG - New and Renewal: 3,500.00 ○ Issuance of Registration Certificate: 1,000.00 per application ○ Certification for Hauler (Own-use): 1,050.00 ○ Certification for Status of DOI Participants: 500.00 ○ Processing Fee for the issuance of Small-Scale Coal Mining Permit (Independent and Supervised by COC Holder): 1,000.00 ○ Processing Fee for the Registration/Renewal of Safety Engineer's and/or Temporary Safety Engineer's permit: 550.00 ○ Processing Fee for the Registration/Renewal of Safety Inspector's Permit: 550.00 ○ Issuance of Coal Traders Accreditation (CTA) new and renewal: 3,500.00 ○ Application Fee for the issuance of Certificate of Coal-End Users Registration: 5,000.00				



2. VFO-OD02 Payment of Fees and Fines

In compliance with Administrative Order No. 31 dated October 1, 2012, directing and authorizing all heads of departments, bureaus, commissions, agencies, offices and instrumentalities of the National Government including Government-Owned or Controlled Corporations (GOCCs) to rationalize the rates of their fees and charges, increase their existing rates and impose new fees and charges pursuant to DOF-DBM-NEDA Joint Circular No. 1-2013 dated 30 January 2013, Implementing Rules and Regulations of Administrative Order No. 31, series of 2012.

Office or Division:	VFO - Cashier			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Upstream and Downstream Oil and Coal related business / activities			
Operating Hours:	7:00 AM - 4:00 PM			
Statute:	DOF-DBM-NEDA Joint Circular No. 1-2013 dated 30 January 2013, Implementing Rules and Regulations of Administrative Order No. 31, series of 2012.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Order of Payment generated via Collection Monitoring System (COMS) (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy			Department of Energy - Accounting Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Presents duly signed Order of Payment and pay corresponding amount to the Collecting Officer either in Cash, Manager's/ Cashier's check or Postal Money Order Check. Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu	1.1. Receive duly signed Order of Payment and payment.	Formula Fees Breakdown: Schedule of Fees and Charges	30 minute/s	• Administrative Officer II / Science Research Assistant (Collecting Officer) ; VFO - Cashier
	1.2. Prepare pre-numbered Official Receipt.		1 hour/s	• Administrative Officer II / Science Research Assistant (Collecting Officer) ; VFO - Cashier
	1.3. Furnish the electronic copy or the photocopy of the issued Official Receipt for processor's copy.		1 hour/s	• Administrative Officer II / Science Research Assistant (Collecting Officer) ; VFO - Cashier
	1.4. Issue the original copy of the Official Receipt to the client.		30 minute/s	• Administrative Officer II / Science Research Assistant (Collecting Officer) ; VFO - Cashier
Total Processing Time:		Working Days: 3 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				
Schedule of Fees and Charges https://legacy.doe.gov.ph/fees-and-charges - Issuance of Certificate of Compliance for Liquid Fuel Retail Outlet: 3,100.00 - Renewal of Certificate of Compliance: 3,000.00 - Issuance of Certificate of Compliance for Alternative Retail Outlet (Technology Solution, Marine and Emergency): 3,100.00 - Renewal of Certificate of Compliance for Alternative Retail Outlet (Technology Solution, Marine and Emergency): 3,000.00 - Issuance of Certificate of Non-Coverage: 3,100.00 - Issuance of Certification for Hauler (Own-use): 1,050.00 - Issuance of License to Operate for Liquefied Petroleum Gas - New and Renewal: 3,500.00 - Issuance of Registration Certificate: 1,000.00 per application - Certification for Status of Downstream Oil Industry Participants: 500.00 - Processing Fee for the Issuance of Small-Scale Coal Mining Permit (Independent and Supervised by Coal Operating Contract Holder): 1,000.00 per hectare or a fraction thereof. - Application Fee for the Registration/Renewal of Safety Engineer's and/or Temporary Safety Engineer's permit: 550.00 - Application Fee for the Registration/Renewal of Safety Inspector's Permit: 550.00 - Application Fee for the Issuance of Certificate of Accreditation Coal-End Users: 10,000.00				



- Processing Fee for Coal Transport Permit: 100.00/truck per delivery filed at least 7 working days before the scheduled delivery; 200.00/truck per delivery for request received beyond the prescribed period.
- Administrative Fines - depending on the imposed penalty in the order issued by the Office of the Director.