



Oil Industry Management Division (VFO-OIMD)
External Services



1. VFO-OIMD01 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlets

ISO 9001:2015 Certified

Issues Certificates for Commercial Operation of Liquid Fuels Retail Outlets operating within the Visayas Regions. Site validation may be required to confirm compliance with facility standards. The issuance is based on DOE DC2017-11-0011.

Office or Division:	Oil Industry Management Division (VFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Downstream Oil related business / activities for Gasoline Stations within Region VI, VII, VIII, and NIR
Operating Hours:	7:00 AM - 4:00 PM
Statute:	Republic Act No. 8479 - AN ACT DEREGULATING THE DOWNSTREAM OIL INDUSTRY AND FOR OTHER PURPOSES
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Filled-out and Notarized application form complete with the following information: Business name, address, telephone number, fax number and e-mail address of the business office; Location and complete address of the Retail Outlet; and Name of dealer/retailer or authorized representative if partnership /corporation /cooperative. (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
Remarks:	
Note: The Notice must include the valid DTI/SEC/CDA Registration and Business Permit Details	
2. Notice of Undertaking on liability in case of violations committed by dealer, operator, owner or proprietor (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
Remarks:	
3. Valid Supply Agreement OR original Supplier's Certificate from an OIMB- registered distributor/supplier (1) Original Copy	Applicant / Client
For Situational Requirement	
A. Applicable for 1st Issuance Only	
Sub Situational Requirement/s	
A.a. Specific for Certificate of Compliance LFRO applicant	
A.a.1. Notarized Statement that the facility design and operation of the Retail Outlet is PNS-compliant signed by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet (1) Original Copy	Applicant / Client
A.b. Specific for Certificate of Compliance MRO applicant	
A.b.1. Notarized certification that the materials and technology can withstand sea water or corrosive atmosphere and actions of waves on the shoreline issued by the Engineering Procurement Construction Contractor and dealer/retailer (1) Original Copy	Applicant / Client
A.b.2. Manufacturer's safety certification on the storage tank (1) Original Copy	Applicant / Client
A.c. Specific for Certificate of Compliance TERO applicant	
A.c.1. Written notice to OIMB with endorsement from LGU or LDRRMC (1) Original Copy	Applicant / Client
A.c.2. Notarized Certification of Compliance to "Revised Retail Rules" (1) Original Copy	Applicant / Client
A.d. Specific for Certificate of Compliance TSRO applicant	
A.d.1. Endorsement/Certification from the concerned Local Government Unit, stating to the effect that the TSRO is for the purpose of addressing the proliferation of "bote-bote"	Local Government Unit - Mayor's Office



retailing in the area, and that the proposed TSRO is at least one (1) kilometer away from an existing retail outlet. (1) Original Copy				
A.d.2. Certification that equipment is manufactured in accordance with the product safety standards as certified by an internationally-recognized certifying body, such as Underwriters Laboratories (UL) or an with equivalent safety marks, e.g., National Registered Testing Laboratory (NRTL), European Conformity (CE), Regulatory Compliance Mark (RCM), Product Safety Electrical Appliance and Material (PSE), among others (1) Original Copy		Applicant / Client		
A.e. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies				
A.f. Scaled lay-out plan of the facility, showing the dispensing pumps, storage tanks, cashier's booth, other equipment/structure and property lines (with distance measurement)				
A.g. Latest photographs showing Full/front, right, and left side views of the establishment; Price Display Board; Required stickers/labels for RON, E10, and B3, among others; and Safety and informational signs				
B. Applicable for Renewal Only				
B.1. Copy of the previous COC (1) Original Copy Or (1) Photo Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.	1.1. Logs the details of the application and forwards them to the assigned processor.	None	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		2 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases and shall be forwarded to the assigned processor.		1 working day/s	Legal Assistant, Attorney III, Attorney IV; Legal Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu	2. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official Receipt (OR); give the original to the client and a photocopy.	Possible Fees Breakdown: COC 1st Issuance: PHP 3100 COC Renewal: PHP 3000	3 hour/s	Collecting Officer; VFO - Cashier



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.				
3. Client submits the following (1) DOE Clearance of No Pending Case, and (2) copy of the Official Receipt Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved , a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected , it will be returned to the applicant along with a Checklist of Requirements indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	3.1. The application will be updated and forwarded to the designated Processor for further processing.	None	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	3.2. The application shall be assessed as to completeness, format, validity and substance based on the requirements provided under the DOE Department Circular DC2017-11-0011, or the Revised Retail Rules, and includes the accepted standards and issuances related to the business of retailing liquid fuels. The application shall be entered/registered in the OIMS DOI Database. For compliant application, the processor shall prepare the following documents: Validation Form, Checklist of Requirements, Letter, and Certificate		7 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.3. The Chief SRS /Supervising SRS shall review the application and endorse for the issuance of the Certificate, with the checklist/validation form, letter and certificate to the Director. All other documents are returned to the Assigned Staff for filing.		4 working day/s	Chief Science Research Specialist / Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.4. The Director shall affix his approval of the application in the checklist/validation form, letter and certificate. The approved/disapproved checklist/validation form, letter and certificate shall be returned to the Assigned Staff for appropriate action.		2 working day/s, 4 hour/s	Director; Department of Energy - Visayas Field Office
	3.5. The assigned staff shall update the database and related records accordingly.		1 working day/s	Science Research Specialist I /Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
General Remarks				



The client must fill out the **Service Request Form (SRF)** at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called.

An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification.

If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance.

Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below

Possible Fees

- **COC 1st Issuance** : 3100
- **COC Renewal** : 3000



2. VFO-OIMD02 Issuance of Certificate of Non-Coverage (CNC) For Liquid Fuels Retail Outlets

Issues Certification in the operation of own-use liquid fuels dispensing and storage, not intended for retail to the public, as per DOE Department Circular DC2017-11-0011

Office or Division:	Oil Industry Management Division (VFO-OIMD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Downstream Oil related business / activities for Gasoline Stations not intended for retail to the public, within Region VI, VII, VIII, and NIR
Operating Hours:	7:00 AM - 4:00 PM
Statute:	Republic Act No. 8479 - AN ACT DEREGULATING THE DOWNSTREAM OIL INDUSTRY AND FOR OTHER PURPOSES
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Field Office duly-acknowledged format letter-request containing the following information: Business name, address, telephone number, fax number and e-mail address of the business office; Location and complete address of the Retail Outlet; and Name of owner or authorized representative if partnership/corporation/cooperative (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
Remarks: <i>Note: The Notice must include the valid DTI/SEC/CDA Registration and Business Permit Details</i>	
2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1) Original Copy	Applicant / Client
3. Authenticated copy of Valid Membership Agreement of the fleet (1) Original Copy	Applicant / Client
4. Original copy of valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1) Original Copy	Applicant / Client
Remarks: <i>Note: Submit Agreement/Certificate for each supplier if more than one.</i>	
5. Authenticated copy of LTO/LTFRB/LGU documents confirming the fleet of vehicles (1) Original Copy Or (1) Certified True Copy	Land Transportation Office / Land Transportation Franchising and Regulatory Board / Local Government Unit - Issuing Unit
6. Authenticated copy of Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions: (1) Original Copy Or (1) Certified True Copy	Applicant / Client
Sub Requirement	
6.A. To submit the above documentary requirements for and in-behalf of the fleet operator	
6.B. To operate the facility to exclusively serve the fleet	
6.C. To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator	
7. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies (1) Original Copy	Applicant / Client
Remarks: <i>Note: The list must indicate the business name of LFRO and address for identification</i>	
8. Scaled lay-out plan of the facility, showing the dispensing pumps, storage tanks, cashier's booth, other equipment/structure and property lines (with distance measurement) (1) Original Copy Or (1) Photo Copy	Applicant / Client
Remarks: <i>Note: The plan must indicate the business name of LFRO and address for identification.</i>	



9. Original copy of Notarized statement of liquid fuels distributor/supplier on compliance of storage tank/s and dispensing pumps to existing international and local standards. (1) Original Copy			Applicant / Client	
10. Original copy of Accomplished DOE Form on Undertaking DOE-VFO-QF-03 (1) Original Copy			Department of Energy Visayas Field Office - Oil Industry Management Division	
<i>Remarks:</i> <i>Note: The Notice must include the valid DTI/SEC/CDA Registration and Business Permit Details.</i>				
11. Latest photographs showing Full/front, right, and left side views of the establishment; Price Display Board; Required stickers/labels for RON, E10, and B3, among others; and Safety and informational signs (1) Original Copy Or (1) Photo Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.	1.1. Logs the details of the application and forwards them to the assigned processor.	None	1 working day/s	• Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		2 working day/s	• Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases and shall be forwarded to the assigned processor.		1 working day/s	• Legal Assistant, Attorney III, Attorney IV; Legal Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	• Assessor, Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location: 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	2. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official Receipt (OR); give the original to the client and a photocopy.	Standard Fees Breakdown: CNC Fee: PHP 3100 Total: PHP 3100	3 hour/s	• Collecting Officer; VFO - Cashier



request its reissuance. If the Order of Payment lapses for a second time, a reapplication is required.				
3. Client submits the following (1) DOE Clearance of No Pending Case, and (2) copy of the Official Receipt Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved, a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected, it will be returned to the applicant along with a Checklist of Requirements indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	3.1. The application will be updated and forwarded to the designated Processor for further processing.	None	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	3.2. The application shall be assessed as to completeness, format, validity and substance based on the requirements provided under the DOE Department Circular DC2017-11-0011, or the Revised Retail Rules, and includes the accepted standards and issuances related to the business of retailing liquid fuels. The application shall be entered/registered in the OIMS DOI Database. For compliant application, the processor shall prepare the following documents: Validation Form, Checklist of Requirements, Letter, and Certificate		7 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.3. The Chief SRS /Supervising SRS shall review the application and endorse for the issuance of the Certificate, with the checklist/validation form, letter and certificate to the Director. All other documents are returned to the Assigned Staff for filing.		4 working day/s	Chief Science Research Specialist /Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.4. The Director shall affix his approval of the application in the checklist/validation form, letter and certificate. The approved/disapproved checklist/validation form, letter and certificate shall be returned to the Assigned Staff for appropriate action.		2 working day/s, 4 hour/s	Director; Department of Energy - Visayas Field Office
	3.5. The assigned staff shall update the database and related records accordingly.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)

General Remarks

The client must fill out the **Service Request Form (SRF)** at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called.

An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification.



If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance.

Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 3100



3. VFO-OIMD03 Issuance of LGU Permit Certification

If a Local Government Unit (LGU) requires a Certificate of Compliance (COC) or License to Operate (LTO) as a prerequisite for issuing a Mayor's Permit or Fire Safety Inspection Certificate, a certification may be granted to a Downstream Oil Industry player.

Office or Division:	Oil Industry Management Division (VFO-OIMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Downstream Oil related business / activities for Gasoline Stations	
Operating Hours:	7:00 AM - 4:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent, indicating business name, owner, business address, and contact information. (1) Original Copy		Applicant / Client
For Situational Requirement		
A. For Certificate of Compliance		
A.1. Valid Supply Agreement OR original Supplier's Certificate from an OIMB- registered distributor/supplier (1) Original Copy		Applicant / Client
A.2. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies (1) Original Copy		Applicant / Client
A.3. Scaled lay-out plan of the facility, showing the dispensing pumps, storage tanks, cashier's booth, other equipment/structure and property lines (with distance measurement) (1) Original Copy Or (1) Photo Copy		Applicant / Client
A.4. Latest photographs showing Full/front, right, and left side views of the establishment; Price Display Board; Required stickers/labels for RON, E10, and B3, among others; and Safety and informational signs (1) Original Copy Or (1) Photo Copy		Applicant / Client
Sub Situational Requirement/s		
A.a. For Certificate of Compliance LFRO applicant:		
A.a.1. Notarized Statement that the facility design and operation of the Retail Outlet is PNS-compliant signed by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet (1) Original Copy		Applicant / Client
A.b. For Certificate of Compliance MRO applicant:		
A.b.1. Notarized certification that the materials and technology can withstand sea water or corrosive atmosphere and actions of waves on the shoreline issued by the Engineering Procurement Construction Contractor and dealer/retailer (1) Original Copy		Applicant / Client
A.b.2. Manufacturer's safety certification on the storage tank (1) Original Copy Or (1) Certified True Copy		Applicant / Client
A.c. For Certificate of Compliance TSRO applicant		
A.c.1. Endorsement/Certification from the concerned Local Government Unit, stating to the effect that the TSRO is for the purpose of addressing the proliferation of "bote-bote" retailing in the area, and that the proposed TSRO is at least one (1) kilometer away from an existing retail outlet. (1) Original Copy		Local Government Unit - Mayor's Office
A.c.2. Certification that equipment is manufactured in accordance with the product safety standards as certified by an internationally-recognized certifying body, such as Underwriters Laboratories (UL) or an with equivalent safety marks, e.g., National Registered Testing Laboratory (NRTL), European Conformity (CE), Regulatory Compliance Mark (RCM), Product Safety Electrical Appliance and Material (PSE), among others (1) Original Copy Or (1) Certified True Copy		Applicant / Client
B. For License to Operate		
B.1. Executive briefer of operation (1) Original Copy		Applicant / Client
B.2. Scaled layout plan of the establishment		Applicant / Client



(1) Original Copy Or (1) Photo Copy				
B.3. Business registration for the applied business activity Any of the following:				
B.3.A. Business registration for the applied business activity from Securities and Exchange Commission (1) Original Copy Or (1) Photo Copy			Securities and Exchange Commission - Issuing Unit	
---- OR ----				
B.3.B. Business registration for the applied business activity from Department of Trade and Industry (1) Original Copy Or (1) Photo Copy			Department of Trade and Industry - Issuing Unit	
---- OR ----				
B.3.C. Business registration for the applied business activity from Cooperative Development Authority (1) Original Copy Or (1) Photo Copy			Cooperative Development Authority - Issuing Unit	
B.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Original Copy Or (1) Photo Copy			Securities and Exchange Commission or Department of Trade and Industry - Issuing Unit	
B.5. Latest General Information Sheet (GIS) if SEC registered or its equivalent if DTI registered (1) Original Copy Or (1) Photo Copy			Securities and Exchange Commission or Department of Trade and Industry - Issuing Unit	
B.6. Business permit for the applied business activity Any of the following:				
B.6.A. Business permit for the applied business activity from the Local Government Unit (1) Original Copy Or (1) Photo Copy			Local Government Unit - Mayor's Office	
---- OR ----				
B.6.B. PEZA Certificate of Registration (1) Original Copy			Philippine Economic Zone Authority - Issuing Unit	
B.7. Bureau of Internal Revenue registration for the applied business activity (1) Original Copy			Bureau of Internal Revenue - Issuing Unit	
B.8. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Original Copy Or (1) Photo Copy			Land Transportation Office - Issuing Unit	
B.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Original Copy Or (1) Electronic Copy			Bureau of Fire Protection - Issuing Unit	
B.10. Fire safety inspection certificate from Bureau of Fire Protection (1) Original Copy Or (1) Electronic Copy			Bureau of Fire Protection - Issuing Unit	
B.11. Occupancy permit per establishment from the Office of the Building Official (1) Original Copy Or (1) Photo Copy			LGU - Office of the Building Official - Issuing Unit	
B.12. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Original Copy			Applicant / Client	
B.13. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy Or (1) Photo Copy			Applicant / Client	
Sub Requirement				
B.13.A. Full and front and back views of establishment;				
B.13.B. Price display board (Not Applicable for Refiller);				
B.13.C. Measuring Device/s;				
B.13.D. LPG cylinders;				
B.13.E. Safety and informational signs;				
B.13.F. Display board showing the Facility registered business name and address				
B.14. Fire prevention and response manual (1) Original Copy Or (1) Photo Copy			Applicant / Client	
B.15. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor	1.1. Logs the details of the application and forwards them to the assigned processor.	None	4 hour/s	• Science Research Specialist I / Science Research Specialist II /



Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.				Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases and shall be forwarded to the assigned processor.		1 working day/s	Legal Assistant, Attorney III, Attorney IV; Legal Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Assessor, Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location: 5th Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: <i>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.</i>	2. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official Receipt (OR); give the original to the client and a photocopy.	Standard Fees Breakdown: Certification: PHP 500 Total: PHP 500	3 hour/s	Collecting Officer; VFO - Cashier
3. Client submits the following (1) DOE Clearance of No Pending Case, and (2) copy of the Official Receipt Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved , a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected , it will be returned to the applicant along with a Checklist of Requirements	3.1. The application will be updated and forwarded to the designated Processor for further processing.	None	4 hour/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	3.2. a. The application shall be thoroughly assessed based on the standards b. The application shall be entered/registered in the OIMS		4 hour/s	Science Research Specialist I / Science Research Specialist II /



indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	DOI Database c. For compliant application, the processor shall prepare the LGU Certification		Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.3. The Chief SRS /Supervising SRS shall review the application, and if complied with all the requirements shall sign/endorse the certification for approval and issuance of Certificate. All other documents are returned to the Assigned Staff for filing.	1 working day/s	Chief Science Research Specialist / Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.4. The Director shall affix his approval on the certification.	1 working day/s	Director; Department of Energy - Visayas Field Office
	3.5. The assigned staff shall update the database and related records accordingly. A notification shall be sent to the applicant with the applied Certification attached.	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
General Remarks The client must fill out the Service Request Form (SRF) at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called. An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification. If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance. Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.			
Total Processing Time:		Working Days: 7 working day/s	
Total Processing Fee:		Total Standard Fee: PHP 500	



4. VFO-OIMD04 Issuance of Certificate of Registration

In compliance with the DOE Department Circular DC2022-11-0037, or the Guidelines in the Registration and Issuance of License to Operate to Qualified LPG Participants, all LPG Industry facilities and participants operating in the Visayas shall apply for required registration.

Office or Division:	Oil Industry Management Division (VFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Downstream Oil related business / activities within Region VI, VII, VIII, and NIR	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	REPUBLIC ACT NO. 11592 - AN ACT ESTABLISHING THE REGULATORY FRAMEWORK FOR THE SAFE OPERATIONS OF THE LIQUEFIED PETROLEUM GAS INDUSTRY, DELINEATING THE POWERS AND FUNCTIONS OF VARIOUS GOVERNMENT AGENCIES, DEFINING AND PENALIZING CERTAIN PROHIBITED ACTS	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Situational Requirement		
A. Issuance of Registration Prior to Commencement of LPG Facility Construction (Annex 1)		
A.1. Filled-out and notarized application Annex 1 Prior to Commencement of LPG Facility Construction (for newly constructed LPG refilling facility) (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division
A.2. Company profile (1) Original Copy		Applicant / Client
A.3. Certificate of Registration (whichever is applicable) Any of the following:		
A.3.A. Certificate of Registration from the Securities and Exchange Commission (1) Original Copy Or (1) Certified True Copy		Securities and Exchange Commission - Issuing Unit
---- OR ----		
A.3.B. Certificate of Registration from the Department of Trade and Industry (1) Original Copy Or (1) Certified True Copy		Department of Trade and Industry - Issuing Unit
A.4. Articles of Incorporation (SEC) or its equivalent (DTI) (1) Original Copy Or (1) Photo Copy		Securities and Exchange Commission or Department of Trade and Industry - Issuing Unit
A.5. General Information Sheet (SEC) or its equivalent (DTI) (1) Original Copy Or (1) Photo Copy		Securities and Exchange Commission or Department of Trade and Industry - Issuing Unit
A.6. Executive briefer of the facility for construction (1) Original Copy		Applicant / Client
A.7. Site and facility layout plan with sufficient description and legends (1) Original Copy Or (1) Photo Copy		Applicant / Client
A.8. List of reference standards/codes used in the construction design (1) Original Copy		Applicant / Client
A.9. Notarized company secretary's certificate of the authorized representative of the applicant. (1) Original Copy		Applicant / Client
B. Issuance of Registration Certificate Authorizing Third Party Refilling (Annex 3)		
B.1. Filled-out and notarized application Annex 1 Prior to Commencement of LPG Facility Construction (for newly constructed LPG refilling facility) (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division
B.2. Filled-out and notarized application Annex 3 - Authority to fill Third-Party Trademark or tradename (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division
B.3. Notarized certificate of the existence of a refilling contract duly signed by both the Refiller and the third-party Trademark owner or Marketer (1) Original Copy		Applicant / Client
B.4. License to Operate (LTO) of Refiller (1) Original Copy Or (1) Photo Copy		Applicant / Client
B.5. License to Operate (LTO) of third-party Trademark owner or Marketer (1) Original Copy Or (1) Photo Copy		Applicant / Client
B.6. DOE registration certificate - Trademark or tradename		Department of Energy Central Office - Oil



(1) Original Copy Or (1) Photo Copy	Industry Management Bureau
B.7. DOE registration certificate – LPG Seal (1) Original Copy Or (1) Photo Copy	Department of Energy Central Office - Oil Industry Management Bureau
B.8. Notarized company secretary's certificate of the authorized representative of the applicant. (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Not required if the requirements in DC2022-11-0037 Section II-2.2.7 has been previously submitted.</i>	
C. Issuance of Registration Certificate for Authority to Sell (Annex 4)	
C.1. Filled-out and notarized application Annex 4 - Authority to Sell LPG-filled Pressure Vessel. (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
C.2. Notarized certificate of the existence of a refilling contract duly signed by both the Refiller and the third-party Trademark owner or Marketer (1) Original Copy	Applicant / Client
C.3. License to Operate (LTO) of Dealer or Retailer (1) Original Copy Or (1) Photo Copy	Applicant / Client
C.4. License to Operate (LTO) of third-party Trademark owner or Marketer (1) Original Copy Or (1) Photo Copy	Applicant / Client
C.5. DOE registration certificate - Trademark or tradename (1) Original Copy Or (1) Photo Copy	Department of Energy Central Office - Oil Industry Management Bureau
C.6. DOE registration certificate – LPG Seal (1) Original Copy Or (1) Photo Copy	Department of Energy Central Office - Oil Industry Management Bureau
C.7. Notarized company secretary's certificate of the authorized representative of the applicant. (1) Original Copy	Applicant / Client
D. Issuance of Registration Bulk Consumer (Annex 6)	
D.1. Filled-out and notarized application Annex 6 for Bulk Consumer (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
D.2. Company profile (1) Original Copy	Applicant / Client
D.3. Executive briefer of the facility for construction (1) Original Copy	Applicant / Client
D.4. Site and facility layout plan with sufficient description and legends (1) Original Copy Or (1) Photo Copy	Applicant / Client
D.5. List of reference standards/codes used in the construction design (1) Original Copy Or (1) Photo Copy	Applicant / Client
D.6. Notarized company secretary's certificate of the authorized representative of the applicant. (1) Original Copy	Applicant / Client
E. Issuance of Registration Certificate for Authorized Transport Motor Vehicles and Marine Vessels (Annex 7)	
E.1. Filled-out and notarized application Annex 7 - Authorized Transport Motor Vehicles and Marine Vessels (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
E.2. Company profile (1) Original Copy	Applicant / Client
E.3. List of motor vehicles and/or marine vessels (Attached as Annexes 7-A and 7-B respectively) (1) Original Copy	Applicant / Client
E.4. Certificate of registration and official receipt per motor vehicle from Land Transportation Office (1) Photo Copy	Land Transportation Office - Issuing Unit
E.5. Conveyance permit per motor vehicle from the BFP (1) Original Copy Or (1) Photo Copy	Bureau of Fire Protection - Issuing Unit
E.6. Calibration certificate for bulk motor vehicle (lorry tank) from DOST (1) Original Copy Or (1) Photo Copy	Department of Science and Technology - Issuing Unit
E.7. Marine vessel registry and safety certificate from MARINA (1) Original Copy Or (1) Photo Copy	Maritime Industry Authority - Issuing Unit



E.8. Notarized company secretary's certificate of the authorized representative of the applicant. (1) Original Copy			Applicant / Client	
Remarks: Not required if the requirements in Section I-2.2.6 has been previously submitted.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.	1.1. Logs the details of the application and forwards them to the assigned processor.	None	1 working day/s	• Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		2 working day/s	• Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases and shall be forwarded to the assigned processor.		1 working day/s	• Legal Assistant, Attorney III, Attorney IV; Legal Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	• Assessor, Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	• Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location: 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. 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: Certificate of Registration (COR)	3 hour/s	• Collecting Officer; VFO - Cashier
3. Client submits the following (1) DOE Clearance of No Pending	3.1. The application will be updated and forwarded to the	None	1 working day/s	• Science Research Specialist I / Science Research



Case, and (2) copy of the Official Receipt Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved, a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected, it will be returned to the applicant along with a Checklist of Requirements indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	designated Processor for further processing.		Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	3.2. a. The application shall be assessed as to completeness, format, validity and substance based on the requirements provided under the DOE Department Circular DC 2022-11-0037 or the Guidelines for the Registration and Issuance of License to Operate to qualified LPG Participants, and accepted standards and issuances related to the business of retailing Liquefied Petroleum Gas b. The application shall be entered/registered in the OIMS DOI Database c. For compliant application, the processor shall prepare the validation form, letter and certificate	7 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.3. The Chief SRS /Supervising SRS shall review the application and endorse for the issuance of the Certificate, with the checklist/validation form, letter and certificate to the Director. All other documents are returned to the Assigned Staff for filing.	4 working day/s	Chief Science Research Specialist /Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.4. The Director shall affix his approval of the application in the checklist/validation form, letter and certificate. The approved/disapproved checklist/validation form, letter and certificate shall be returned to the Assigned Staff for appropriate action.	2 working day/s, 4 hour/s	Director; Department of Energy - Visayas Field Office
	3.5. The assigned staff shall update the database and related records accordingly.	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
General Remarks The client must fill out the Service Request Form (SRF) at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called. An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification. If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance. Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.			



Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None See other fees below
Formula / Schedule of Fees • Certificate of Registration (COR) Php 1,000 per issuance <i>No payment of fees if COR application is applied together with License to Operate (LTO)</i>	



5. VFO-OIMD05 Issuance of License to Operate (LTO) for Liquefied Petroleum Gas (LPG) Establishments

As provided under RA 11592, or the LPG Industry Regulation Act, LPG refilling plants, dealers and retailers operating in the Visayas shall secure a License to Operate (LTO). LPG refilling plants and Auto-LPG dispensing stations catering to public transport requires site validation as to compliance to facility standards prior to issuance of LTO.

Office or Division:	Oil Industry Management Division (VFO-OIMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Refiller, dealer, retailer, owner/operator of centralized piping for Liquefied Petroleum Gas (LPG)	
Operating Hours:	7:00 AM - 4:00 PM	
Statute:	REPUBLIC ACT NO. 11592 - AN ACT ESTABLISHING THE REGULATORY FRAMEWORK FOR THE SAFE OPERATIONS OF THE LIQUEFIED PETROLEUM GAS INDUSTRY, DELINEATING THE POWERS AND FUNCTIONS OF VARIOUS GOVERNMENT AGENCIES, DEFINING AND PENALIZING CERTAIN PROHIBITED ACTS	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Letter of Intent, indicating business name, owner, business address, and contact information. (1) Original Copy		Applicant / Client
2. Executive briefer of operation (1) Original Copy		Applicant / Client
3. Scaled layout plan of the establishment (1) Original Copy Or (1) Photo Copy		Applicant / Client
4. Business registration for the applied business activity Any of the following:		
4.A. Business registration for the applied business activity from Securities and Exchange Commission (1) Original Copy Or (1) Photo Copy		Securities and Exchange Commission - Issuing Unit
---- OR ----		
4.B. Business registration for the applied business activity from Department of Trade and Industry (1) Original Copy Or (1) Photo Copy		Department of Trade and Industry - Issuing Unit
---- OR ----		
4.C. Business registration for the applied business activity from Cooperative Development Authority (1) Original Copy Or (1) Photo Copy		Cooperative Development Authority - Issuing Unit
5. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Original Copy Or (1) Photo Copy		Securities and Exchange Commission or Department of Trade and Industry - Issuing Unit
6. Latest General Information Sheet (GIS) if SEC registered or its equivalent if DTI registered (1) Original Copy Or (1) Photo Copy		Securities and Exchange Commission or Department of Trade and Industry - Issuing Unit
7. Business permit for the applied business activity Any of the following:		
7.A. Business permit for the applied business activity from the Local Government Unit (1) Original Copy Or (1) Photo Copy		Local Government Unit - Mayor's Office
---- OR ----		
7.B. PEZA Certificate of Registration (1) Original Copy		Philippine Economic Zone Authority - Issuing Unit
8. Bureau of Internal Revenue registration for the applied business activity (1) Original Copy Or (1) Photo Copy		Bureau of Internal Revenue - Issuing Unit
9. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number (1) Original Copy Or (1) Photo Copy		Land Transportation Office - Issuing Unit
10. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Original Copy Or (1) Electronic Copy		Bureau of Fire Protection - Issuing Unit
11. Fire safety inspection certificate from Bureau of Fire Protection (1) Original Copy Or (1) Electronic Copy		Bureau of Fire Protection - Issuing Unit



12. Occupancy permit per establishment from the Office of the Building Official (1) Original Copy Or (1) Photo Copy	LGU - Office of the Building Official - Issuing Unit
13. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization (1) Original Copy	Applicant / Client
14. Latest digital photographs (5R Size with date/time stamp) showing the following: (1) Original Copy Or (1) Photo Copy	Applicant / Client
Sub Requirement	
14.A. Full and front and back views of establishment;	
14.B. Price display board (Not Applicable for Refiller);	
14.C. Measuring Device/s;	
14.D. LPG cylinders;	
14.E. Safety and informational signs;	
14.F. Display board showing the Facility registered business name and address	
15. Fire prevention and response manual (1) Original Copy Or (1) Photo Copy	Applicant / Client
16. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy	Applicant / Client
For Situational Requirement	
A. For LPG Refiller	
A.1. Notarized application form – Annex E (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
A.2. Checklist of requirements - Annex E-1 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
A.3. Company profile form – Annex E-2 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
A.4. Outlet profile form - Annex E-3 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
A.5. List of transport motor vehicle per total company basis with supporting documents - Annex E-4 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
B. For LPG Dealer	
B.1. Notarized application form – Annex F (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
B.2. Checklist of requirements - Annex F-1 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
B.3. Company profile form – Annex F-2 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
B.4. Outlet profile form - Annex F-3 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
B.5. List of transport motor vehicle per total company basis with supporting documents - Annex F-4 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
C. For LPG Retailer	
C.1. Notarized application form – Annex G (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
C.2. Checklist of requirements - Annex G-1 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
C.3. Company profile form – Annex G-2 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
C.4. Outlet profile form - Annex G-3 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
C.5. List of transport motor vehicle per total company basis with supporting documents - Annex G-4 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division
D. For LPG Centralized Piping System Owner/Operator	



D.1. Notarized application form – Annex I (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division		
D.2. Checklist of requirements - Annex I-1 (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division		
D.3. Company profile form – Annex I-2 (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division		
D.4. Outlet profile form - Annex I-3 (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division		
D.5. List of transport motor vehicle per total company basis with supporting documents - Annex I-4 (1) Original Copy		Department of Energy Visayas Field Office - Oil Industry Management Division		
D.6. Calibration certificate per bulk motor vehicle (lorry tank) from DOST (1) Original Copy		Department of Science and Technology - Issuing Unit		
D.7. Permit to operate unfired pressure vessel per tank for LPG business from the (DOLE) (1) Original Copy		Department of Labor and Employment - Issuing Unit		
D.8. Environmental compliance certificate per establishment from the DENR (1) Original Copy		Department of Environment and Natural Resources - Issuing Unit		
D.9. LPG spill prevention and response manual (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.	1.1. Logs the details of the application and forwards them to the assigned processor.	None	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		2 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases and shall be forwarded to the assigned processor.		1 working day/s	Legal Assistant, Attorney III, Attorney IV; Legal Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Assessor, Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days.	2. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official	Standard Fees Breakdown:	3 hour/s	Collecting Officer; VFO - Cashier



Location: 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.	Receipt (OR); give the original to the client and a photocopy.	License to Operate: PHP 3500 Total: PHP 3500		
3. Client submits the following (1) DOE Clearance of No Pending Case, and (2) copy of the Official Receipt Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved, a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected, it will be returned to the applicant along with a Checklist of Requirements indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	3.1. The application will be updated and forwarded to the designated Processor for further processing.	None	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	3.2. a. The application shall be thoroughly assessed based on the requirements provided under the DOE Department Circular DC 2022-11-0037 or the Guidelines for the Registration and Issuance of License to Operate to qualified LPG Participants, and accepted standards and issuances related to the business of retailing Liquefied Petroleum Gas b. The application shall be entered/registered in the OIMS DOI Database c. For compliant application, the processor shall prepare the following documents: Validation Form, Checklist of Requirements, Letter, and Certificate		7 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.3. The Chief SRS /Supervising SRS shall review the application and endorse for the issuance of the Certificate, with the checklist/validation form, letter and certificate to the Director. All other documents are returned to the Assigned Staff for filing.		4 working day/s	Chief Science Research Specialist /Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.4. The Director shall affix his approval of the application in the checklist/validation form, letter and certificate. The approved/disapproved checklist/validation form, letter and certificate shall be returned to the Assigned Staff for appropriate action.		2 working day/s, 4 hour/s	Director; Department of Energy - Visayas Field Office
	3.5. The assigned staff shall update the database and related records accordingly. A notification shall be sent to the applicant with the applied Certification attached.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry



				Management Division (VFO- OIMD)
General Remarks The client must fill out the Service Request Form (SRF) at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called. An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification. If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance. Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:			Working Days: 20 working day/s	
Total Processing Fee:			Total Standard Fee: PHP 3500	



6. VFO-OIMD06 Issuance of Certification for Hauler (Own-use)

DOE-OIMB issuance of Certification for Hauler (Liquid Fuels Retail Outlet – Retail Outlet Own-Used Delivery Vehicles) pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”.

Office or Division:	Oil Industry Management Division (VFO-OIMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Downstream Oil related business / activities within Region VI, VII, VIII, and NIR			
Operating Hours:	7:00 AM - 4:00 PM			
Statute:	Republic Act No. 8479 - AN ACT DEREGULATING THE DOWNSTREAM OIL INDUSTRY AND FOR OTHER PURPOSES			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement				
1. Filled-out and notarized application form complete with the following information: Business name, address, telephone number, fax number and e-mail address of the business office; Location and complete address of the Retail Outlet; and Name of owner or authorized representative if partnership/corporation/cooperative. DOE-VFO-EIMD-QF-47 (1) Original Copy	Department of Energy Visayas Field Office - Oil Industry Management Division			
Remarks: Note: The Notice must include the valid DTI/SEC/CDA Registration and Business Permit Details DOE-VFO-EIMD-QF-47				
2. Authenticated copy of LTO Registration OR and CR (1) Original Copy	Land Transportation Office - Issuing Unit			
3. Authenticated copy of DOST Calibration Certificate (1) Original Copy Or (1) Electronic Copy	Department of Science and Technology - Issuing Unit			
4. Authenticated copy of Permit to Transport Flammable Liquid by Tank Truck or Conveyance Clearance (Preferably to include terminal of origin to point of destination) (1) Original Copy Or (1) Electronic Copy	Bureau of Fire Protection - Issuing Unit			
5. Copy of COC of Retail Outlet, as applicable (1) Photo Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.	1.1. Logs the details of the application and forwards them to the assigned processor.	None	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		2 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases		1 working day/s	Legal Assistant, Attorney III, Attorney IV; Legal



	and shall be forwarded to the assigned processor.			Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Assessor, Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location: 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. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official Receipt (OR); give the original to the client and a photocopy.	Standard Fees Breakdown: Certification for hauler: PHP 1050 Total: PHP 1050	3 hour/s	Collecting Officer; VFO - Cashier
3. Client submits the following (1) DOE Clearance of No Pending Case, and (2) copy of the Official Receipt Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved, a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected, it will be returned to the applicant along with a Checklist of Requirements indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	3.1. The application will be updated and forwarded to the designated Processor for further processing.	None	1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	3.2. a. The application shall be assessed as to completeness, format, validity and substance based on the accepted standards and issuances related to the Liquid Fuels Retail Outlet – Retail Outlet Own-Used Delivery Vehicles b. The application shall be entered/registered in the OIMS DOI Database c. For compliant application, the processor shall prepare the certification		7 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.3. The Chief SRS /Supervising SRS shall review the application and endorse the certification for approval and issuance of Certificate. All other documents are returned to the Assigned Staff for filing.		4 working day/s	Chief Science Research Specialist / Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.4. The Director shall affix his approval of the certification. The approved/disapproved Certification shall be returned to the Assigned Staff for appropriate action.		2 working day/s, 4 hour/s	Director; Department of Energy - Visayas Field Office



	3.5. The assigned staff shall update the database and related records accordingly.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
General Remarks The client must fill out the Service Request Form (SRF) at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called. An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification. If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance. Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1050		



7. VFO-OIMD07 Issuance of Certification for Status of DOI Participants

In situations where a juridical person requests a certification on the status of DOI participants solely for any legal purpose.

Office or Division:	Oil Industry Management Division (VFO-OIMD)			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Downstream Oil related business / activities for Gasoline Stations			
Operating Hours:	7:00 AM - 4:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Letter of Intent indicating the name, address, and contact details of the requesting party, and its purpose. (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Applicant submits the required documents to the Receiver/Processor Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: An evaluator or frontliner will review the submitted documents to ensure completeness as per the Checklist of Requirements. If the applicant has a pending case, it must be resolved before a clearance can be issued. In such cases, reapplication will be required once the matter is settled. If any document is found to be invalid, the application shall be returned to the client.	1.1. Logs the details of the application and forwards them to the assigned processor.	None	4 hour/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	1.2. Assess the completeness of the submitted documents based on the Checklist of Requirements. The assigned staff shall process the Request for DOE Clearance of No Pending Case and forward it to the Legal Section.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.3. A DOE Clearance of No Pending Case is issued to applicants with no pending cases and shall be forwarded to the assigned processor.		1 working day/s	Legal Assistant, Attorney III, Attorney IV; Legal Section (VFO-Legal)
	1.4. Accomplishes the Billing Statement through the DOE Collection Monitoring System (COMS).		30 minute/s	Assessor, Supervising Science Research Specialist, Chief Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	1.5. Sends the Order of Payment to the applicant, with a copy furnished to the Assessor, upon prompting from COMS.		30 minute/s	Accounting Staff; Accounting Division (AD)
2. Presents duly signed Order of Payment and pays the required fees within ten (10) calendar days. Location:	2. Receive signed Order of Payment and payment. Prepare and issue pre-numbered Official Receipt (OR); give the original to the client and a photocopy.	Standard Fees Breakdown: Certification: PHP 500	3 hour/s	Collecting Officer; VFO - Cashier



5th Floor, Escario Building, Escario St., Cebu City, Cebu		Total: PHP 500		
Notes/Instruction: <i>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.</i>				
3. Client submits the copy of the official receipt of payment of required fees Location: 3rd Floor, Escario Building, Escario St., Cebu City, Cebu Notes/Instruction: Once the application is approved , a notification will be sent to the applicant, with the approved Certificate and accompanying Letter attached. If the application is rejected , it will be returned to the applicant along with a Checklist of Requirements indicating the reasons why the application could not proceed. <i>If, for any reason, the client is unable to retrieve the rejected documents, they will be retained by the assigned staff for temporary storage within 90 days within which the applicant may resubmit or claim the documents. After this period, unclaimed documents will be subject to disposal. Information regarding the temporary storage period and document disposal is included in the notification sent to the applicant.</i>	3.1. The application will be updated and forwarded to the designated Processor for further processing.	None	4 hour/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)
	3.2. a. The processor shall verify the status of DOI Registration. b. For compliant application, the processor shall prepare the Certification.		4 hour/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.3. The Chief SRS /Supervising SRS shall review the application, and if complied with all the requirements shall sign/endorse the certification for approval. All other documents are returned to the Assigned Staff for filing.		1 working day/s	Chief Science Research Specialist / Supervising Science Research Specialist; Oil Industry Management Division (VFO-OIMD)
	3.4. The Director shall affix his approval on the certification.		1 working day/s	Director; Department of Energy - Visayas Field Office
	3.5. The assigned staff shall update the database and related records accordingly. A notification shall be sent to the applicant with the applied Certification attached.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist / Project Evaluation Specialist/ Sr. Computer Operator II; Oil Industry Management Division (VFO-OIMD)

**General Remarks**

The client must fill out the **Service Request Form (SRF)** at the digital kiosk, providing the necessary information for their application. A separate SRF must be completed for each individual request. After submission, the client will wait for their number to be called.

An evaluator or frontliner will review the submitted documents to ensure completeness. If the documents are in order, they will be forwarded to the assigned processor for further assessment and verification.

If any document is found to be non-compliant or incomplete, the client will be issued a Checklist of Requirements indicating the action to be taken for compliance.

Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: PHP 500