



# **ENERGY POLICY AND PLANNING BUREAU (EPPB)**



# SUMMARY

## Energy Policy and Planning Bureau (EPPB) External Services

PROCESSES	DURATION	CLASSIFICATION
1. Provision of Key Energy Statistic Data and other Energy-Related Indicators/Information to Various Clients	3 working days	Simple Transaction
	20 working days	Highly Technical Transaction
2. Data Request Process for Simple Transactions	3 working days	Simple Transaction
	7 working days	Complex Transaction



**Energy Policy and Planning Bureau (EPPB)  
Internal Services**

<b>PROCESSES</b>	<b>DURATION</b>	<b>CLASSIFICATION</b>
1. Provision of Data/ Information to Other DOE Bureaus/ Services/ Offices/	3 working days	Simple Transaction
2. Provision of Policy / Position Papers in Response to Energy Related Policies, Plans and Programs Implemented by the DOE, Other Agencies and Institutions (Local and International)	20 working days	Highly Technical Transaction



# EXTERNAL SERVICES



## \*Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients

<b>Office or Division:</b>	Policy Formulation and Research Division (PFRD)			
<b>Classification:</b>	Simple Transaction <sup>1</sup> , Highly Technical Transaction			
<b>Type of Transaction:</b>	Government-to-Government, Government-to-Citizen, G2B			
<b>Who May Avail:</b>	Government Agencies, Academe, and other Researchers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official Letter of Request with:  <ol style="list-style-type: none"> <li>1. Name and address of requesting party</li> <li>2. Specific industry data/ statistics/ information needed</li> <li>3. Intended use of data/ statistics/ information being requested</li> </ol>		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of request for energy data  <ol style="list-style-type: none"> <li>1.1 FOI, Info Center / Email</li> <li>1.2 Printed Documents, Letters / Walk-in Clients</li> <li>1.3 Text Messages<sup>2</sup> (Viber/ Messenger)</li> </ol>	<ol style="list-style-type: none"> <li>1.1 Receipt of Data Request/ Recording to Logbook or Document Tracking System (DTS)</li> <li>1.2 Screening / Endorsement to Unit</li> </ol>	Php2.00/ page  (Photocopy fee, if necessary. For more than ten (10) pages, photocopy request form must be filled-up by the client/ researcher to be approved by EPPB-PFRD.)	<ol style="list-style-type: none"> <li>0.5 day</li> </ol>	<i>Records Management Division (RMD)</i>  <i>Office of the Director, EPPB</i>
	1.3 Receipt of data request by the Unit for Recording to Logbook/ DTS			<i>Clerk, PFRD</i>
	1.4 Screening/ Endorsement to Staff		2 days	<i>Chief SRS, PFRD</i> <i>Supervising SRS</i>
	1.5 Gathering and Processing of requested data		(or, 18 days for HTT)	<i>Technical Staff</i>

	1.6 Review/ Endorsement for Approval of Output		0.5 day	<i>Supervising SRS Chief, PFRD<sup>3</sup></i>
	1.7 Approval of Output			<i>Chief, PFRD/ Director, EPPB (as necessary)<sup>4,5</sup></i>
	1.8 Recording/ Transmittal of Output (Logbook/DTS)			<i>Clerk, PFRD Concerned Staff/ Client</i>
<b>Total Number of Days</b>		<b>3 Working Days for Simple Transaction 20 Working Days for Highly Technical Transaction</b>		

<sup>1</sup> Data available with PFRD

<sup>2</sup> Included personal messages through text message, viber and messenger from the researchers

<sup>3</sup> If the level of approval is director level, the DC is the endorser

<sup>4</sup> If the data requested are historical and available to the PFRD database and included as part of the international commitment with focal personnel involved in the data sharing, no need for the review of the Chief and Director

<sup>5</sup> If the data requested is included as part of the international commitment with focal personnel involved in the data sharing, no need for the review of the Director (Please see the Operational Procedure on the Access on the core process flow data provision of EPPB QMS Manual)



## Data Request Process

<b>Office or Division:</b>	Planning Division			
<b>Classification:</b>	Simple Transaction and Complex Transaction			
<b>Type of Transaction:</b>	Government-2-Government / Government-2-Citizen			
<b>Who may avail:</b>	Students, Researchers, Government and other entities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter/Email of Request for Energy Data		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of request for energy data	1. Recording of received documents for RFID	None	0.5 Days	<i>EPPB – OD and Records Division</i>
1.1 Online				
1.2 Walk-in				
1.3 Printed Documents (already secured with RFID at Records Division)	1.1 Receipt of Data Request / Recording to Logbook / EDMS			<i>Clerk, Planning Division</i>
	1.2 Screening / Endorsement to Staff		2 Days* (or, 6 Days** for CT)	<i>Chief, Planning Division</i>
	1.3 Data requested available in the PD energy database			<i>Supervising SRS / Technical Staff, Planning Division</i>
	1.4 Processing of requested data			
	1.5 Review / Endorsement for Approval of Output			<i>Chief, Planning Division</i>
	1.6 Approval of Output (as necessary)		0.5 Day	<i>Director, EPPB</i>
	1.7 Recording / Transmittal of Output			<i>Clerk/Concerned Staff</i>

	1.8 Request Acknowledgement and Feedback			
2. Evaluation / Feedback	2.1 Client Feedback Record			Client
<b>Total Number of Days:</b>	<b>3 Working Days for Simple Transaction 7 Working Days for Complex Transaction</b>			

*\*Simple data requests submitted by requesting party with available data within Planning Division (i.e., Philippine Energy Plan, Regional Energy Plans)*

*\*\*Complex data requests submitted by requesting party with available data coming from other DOE Units (i.e., Sectoral Development, Power/Oil Statistics)*





# INTERNAL SERVICES



## Provision of Data/ Information to Other DOE Bureaus/Services/Offices

<b>Office or Division:</b>	Energy Policy and Planning Bureau - Office of the Director				
<b>Classification:</b>	Simple Transaction*				
<b>Type of Transaction:</b>	Government-to-Government				
<b>Who may avail:</b>	Other DOE Bureaus/ Offices / Units				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
Official Letter of Request with:		Office of the Director, EPPB			
1. Name and address of requesting party					
2. Specific industry data/ statistics/ information needed					
3. Intended use of data/ statistics/ information being requested					
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Submission of request for statistics/ information/ related to energy	1.1 Receipt of data/ information request/ recording to logbook/ EDMS	None	0.5 day	<i>Focal Person, Office of the Director</i>	
1.1 Email/ telephone	1.2 Screening of request/ endorsement to concerned unit(s)				
1.2 Printed documents/ memo/ walk-in	1.3 Receipt of data/ information request by the unit/s for recording to logbook/ EDMS		2 days	Clerk	
	1.4 Screening of request/ endorsement to staff				Chief SRS
	1.5 Processing of requested data/ information				Supervising SRS/ Technical Staff
	1.6 Review/endorsement for approval of output			Chief SRS	
	1.7 Approval of output (if necessary)			Director, EPPB	
	1.8 Recording/ Transmittal of output (Logbook/EDMS)			0.5 day	Clerk/ Concerned Staff
<b>Total Number of Working Days</b>		<b>3 Working Days</b>			

\* Data/ Information requested available in the EPPB



**Provision of Policy / Position Papers in Response to Energy Related Policies, Plans and Programs Implemented by the DOE, other Agencies and Institutions (Local and International)**

<b>Office or Division:</b>	Energy Policy and Planning Bureau			
<b>Classification:</b>	Highly Technical Transaction <sup>1/2</sup>			
<b>Type of Transaction:</b>	Government-to-Government, Government-to-Business, G2C			
<b>Who may avail:</b>	Other DOE Bureaus/ Offices/ Units			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official Letter of Request with:		Office of the Director		
1. Name and address of requesting party				
2. Specific industry data/ Statistics/ information needed				
3. Intended use of data/ statistics/ information being requested				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of request for statistics/ information related to energy  1.1 Email/ telephone  1.2 Printed documents/ memo/ walk-in	1.1 Receipt of data/ information request/ recording to logbook/ EDMS	None	0.5 day	<i>Focal Person, Office of the Director</i>
	1.2 Screening of request/ endorsement to units			
	1.3 Receipt of data/ information request by the Unit for recording to logbook/ EDMS		18 days	<i>Clerk</i>
	1.4 Screening of request/ endorsement to staff			<i>Chief SRS</i>

	1.5 Processing of requested data <ul style="list-style-type: none"> <li>○ Data research</li> <li>○ Coordination with concerned units</li> <li>○ Consolidation of inputs</li> </ul>			<i>Supervising SRS/ Technical Staff</i>
	1.7 Review/ endorsement for approval of output		1.5 day	<i>Chief SRS</i>
	1.8 Approval of output (if necessary)			<i>Director, EPPB</i>
	1.9 Recording/ Transmittal of output (Logbook/ EDMS)			<i>Clerk/ Concerned Staff</i>
<b>Total Number of Working Days</b>			<b>20 Working Days</b>	

<sup>1/</sup> Information / Data requested is to be gathered from different units/ bureaus.

<sup>2/</sup> Request for Position papers/ presentations on energy issues