



ENERGY RESOURCE DEVELOPMENT BUREAU (ERDB)



SUMMARY

Energy Resource Development Bureau (ERDB) External Services

PROCESSES	DURATION	CLASSIFICATION
ERDB - Petroleum Resources Development Division (PRDD)		
1. Issuance of Letter of Confirmation for Posting of Performance Bond	3 Working Days	Simple
2. Issuance of Tax-Exemption Certificate (TEC) under PD 87	20 Working Days	Highly Technical
3. Issuance of Safety Engineer's/Officer's Permit	7 Working Days	Complex
4. Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications	20 Working Days	Highly Technical
5. Conduct of Oil and Gas Seep Investigation	20 Working Days	Highly Technical
6. Issuance of Notice of Qualification to enter into a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP)	20 Working Days	Highly Technical
7. Issuance of Endorsement to the Office of the President for the Award of a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP)	20 Working Days	Highly Technical
8. Issuance of Gratuitous Permit	20 Working Days	Highly Technical

ERDB - Coal And Nuclear Minerals Division (CNMD)		
9. Issuance of Letter of Approval for Publication of Nominated Area of Interest under the PCECP for Coal	20 Working Days	Highly Technical
10. Issuance of Notice of Award for Coal Operating Contract (COC) under the Philippine Conventional Energy Contracting Program (PCECP) for Coal	20 Working Days	Highly Technical
11. Issuance of Tax-Exemption under PD 972	20 Working Days	Highly Technical
12. *Issuance of Safety Engineer's (SE) or Safety Inspector's (SI) Permit	7 Working Days	Complex
13. Issuance of Small-Scale Coal Mining Permit (SSCMP) – Independent	20 Working Days	Highly Technical
14. Issuance of Small-Scale Coal Mining Permit (SSCMP)- Supervised by Coal Operating Contract (COC) Holder	20 Working Days	Highly Technical
15. Issuance of Coal Export Clearance (CEC)	20 Working Days	Highly Technical
16. Issuance of Certificate of Compliance for Coal Importation (CoC-CI)	20 Working Days	Highly Technical
17. Issuance of Certificate of Coal Trader Accreditation (CTA)	20 Working Days	Highly Technical
18. Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)	20 Working Days	Highly Technical
19. Issuance of Certificate of Coal End-User Registration (CEUR)	20 Working Days	Highly Technical
20. Issuance of Certificate of Coal End-User Registration–Renewal (CEUR-R)	20 Working Days	Highly Technical
21. Issuance of Confirmation Letter of Registered Coal Subcontract	20 Working Days	Highly Technical



ENERGY RESOURCE DEVELOPMENT BUREAU

EXTERNAL SERVICES

PETROLEUM RESOURCES DEVELOPMENT
DIVISION
(PRDD)



Issuance of Letter of Confirmation for Posting of Performance Bond

Submission of Petroleum Service Contractors' Performance Bond pursuant to PD 87 and Section VII of Petroleum Service Contract

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Petroleum Service Contract Operators			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Letter addressed to the Undersecretary			Client	
2. Performance Bond			Insurance Companies	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requirements	1.1 Official receiving of documents at Records Management Division (RMD) and processing of payment		1 Working Day	<i>Records Offices, RMD</i>
	1.2 Office of the Director – Energy Resource Development Bureau (OD-ERDB) to endorse request to PRDD			<i>Director, ERDB</i>
	1.3 Technical Evaluation		1 Working Day	<i>Petroleum Resources Development Division</i>
	1.3.1 Evaluate Basis for the posting of performance bond for the fulfillment of work commitment/s	None		
	1.3.2 Prepare letter for Service Contractor approving / disapproving the posting of performance bond			

	1.4 Sign the approval/ disapproval of the posting of performance bond		1 Working Day	<i>Director, ERDB</i>
	1.5 Maintain the database of posted performance bond of all Petroleum Service Contractors			<i>SRS II, PRDD</i>
	1.6 Send an official reply to Service Contractors			<i>Records Officer, RMD</i>
Total Number of Days			3 Working Days	



Issuance of Tax-Exemption Certificate (TEC) under PD 87

Office or Division:	Petroleum Resources Development Division (PRDD)		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government-2-Business		
Who May Avail:	Existing Petroleum Service Contractors		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
1. Application Letter addressed to ERDB Director	Client		
2. Application form duly signed by company representative, notarized and sealed by Notary Public (4 copies)	ERDB Annexes to DOE DC2018-03-006		
3. TEC application number & order of payment, official receipt of processing fee	PRDD-ERDB, Treasury Division		
4. Company purchase order or proforma/commercial invoice, user's, justification			
5. Packing list, if applicable			
6. Specification (for vessels, rigs, and helicopters)			
7. Computation of taxes waived			
8. Other applicable requirements as per DC2018-03-006			
9. Additional Requirements:			
9.1 For Exportation			Client
9.1.1 Picture of Items			
9.1.2 Photocopy of TEC Qualification			
9.2 For Disposal, Donation, Sale or Transfer			
9.2.1 List of Items Cost Recovered Percentage, if applicable			
9.2.2 DOE Approval Letter of Disposal, Sale or Transfer			

9.2.3 Photocopy of TEC Qualification				
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete set of application requirements for issuance of Order of Payment	1.1 TEC Numbering & Issuance of Order of Payment		None	<i>SRS II / Senior SRS, PRDD</i>
2. Payment of Processing Fee		Processing Fee- Php 750.00 / application or based on the DOE Schedule of Fees and Charges		<i>Collection Officer, Treasury Division</i>
3. Official submission of TEC application	3.1. Receiving of complete set of application requirements and transmittal to Office of the Director, Energy Resource Development Bureau (ERDB-OD)		1 Working Day	<i>Records Officer, RMD</i>
	3.2 Transmittal to PRDD		1 Working Day	<i>Admin. Staff, ERDB</i>
	3.3 Technical Evaluation		3 Working Days	<i>Sr. SRS/SRS II, PRDD</i>
	3.3.1 Prepare Endorsement Memorandum for Clearance from PRDD to ERDB		1 Working Day	<i>Sr. SRS/SRS II, PRDD</i>
	3.3.2 Prepare Endorsement Memorandum for			

	<p>Clearance from ERDB to OUSEC / OSEC</p> <p><i>Note: If technical requirements are not satisfied, DOE informs or sends letter to Service Contractor giving reason for disapproval</i></p>			
	3.4 Approval of TEC & Endorsement for Clearance		2 Working Days	<i>Director, ERDB</i>
	<p>3.5 Legal Evaluation</p> <p><i>Note: If legal requirements are not satisfied: DOE informs or sends letter to Service Contractor giving reason for disapproval</i></p>		2 Working Days	<i>Division Chief, Conventional Energy Legal Services Division (CELSD)</i>
	3.6 Endorsement for Clearance		1 Working Day	<i>Division Chief, CELSD & Director Legal Services</i>
	<p>3.7 Clearance for TEC; If cleared: TEC Approval</p> <p><i>Note: If not cleared: DOE informs or sends letter to Service Contractor indicating the reason for disapproval</i></p>		7 Working Days	<i>Supervising Undersecretary / Office of the Secretary</i>
	3.8 Signing of TEC & Transmittal to the Records Section for Releasing		1 Working Day	<i>Director, ERDB</i>

	<p>3.9 Authentication (DOE Dry Seal)</p> <p>TEC Ready for Release / Pick up by Client</p> <p>Retention of duplicate copy</p>		<p>1 Working Day</p>	<p><i>Division Chief, Records Management Division</i></p>
<p>Total Number of Days</p>		<p>20 Working Days</p>		



Issuance of Safety Engineer's/Officer's Permit

Applying for Safety Engineer's/Officer's Permit under PD87 and DOE Department Circular No. DC2020-04-0010

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Existing Petroleum Service Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement Letter addressed to Energy Resource Development Bureau (ERDB) Director		Client		
2. Application form duly signed by company representative, notarized, and sealed by Notary Public		ERDB Annex A of DOE DC2020-04-0010		
3. Two (2) pieces 2"x2" size pictures taken not less than three (3) months at the time of filing		Client		
4. Copy of Official Receipt of the application/processing fee		DOE Treasury Division (TD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of Application/ Processing Fee	1.1 Issuance of Order of Payment		2 Hours	<i>Administrative Assistant II, PRDD</i>
		Application/Processing Fee – Php 550.00, subject to approval of the DOE Revised Schedule of Fees and Charges	2 Hours	<i>Collection Officer, TD</i>
2. Submission of Endorsement letter and requirements	2.1 Official receiving of documents at Records Management Division (RMD)		1 Working Day	<i>Records Officer, RMD</i>

	2.2 Transmittal to ERDB-Office of the Director (ERDB-OD)		1 Working Day	<i>Records Officer, RMD</i>
	2.3 Transmittal to PRDD		1 Working Day	<i>Admin. Staff, ERDB</i>
	2.4 Technical Evaluation		2 Working Days	<i>Chief Science Research Specialist (SRS)/ Senior SRS /SRS II, PRDD</i>
	2.4.1 If not technically qualified, PRDD rejects the application with a letter to be signed by the ERDB Director			
	2.4.2 If technically qualified, PRDD endorses the application to ERDB for final review and approval			
	2.5 ERDB reviews the application		1 Working Days	<i>Director/Asst. Director, ERDB</i>
	2.5.1 If disapproved, PRDD rejects the application with a letter signed by the Director			
	2.5.2 If approved, ERDB records and transmits the signed permit to the PRDD			
	2.6 Transmittal to RMD Permit ready for release/pick up by contractor		4 Hours	<i>Records Officer, RMD</i>
Total Number of Days			7 Working Days	



***Issuance of Acknowledgement of Administrative Subcontracts, Letters of Registrations, Deficiencies & Penalties for Petroleum Subcontract Applications**

Processing of Petroleum Subcontract Registration as per PD87 and DC2014-08-0013 amending OEA Circular No. 80-01-02

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Existing Petroleum Service Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter addressed to ERDB Director		Client		
2. Annexes of Subcontracts - Two (2) copies of actual sub-contracts and other relevant documents such as Invoices, Work and Purchase orders, Agreements (Original or Certified true copies)		DOE Prescribed Format		
3. Payment of Processing Fee of PHP200 per subcontract / agreement to be attached to item 1.		Collection Officer, Treasury Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of subcontracts	1.1 Official receiving of documents	None	1 Working Day	<i>Records Officer, RMD</i>
	1.2 Transmit the application to ERDB			
	1.3 Office of the Director – Energy Resource Development Bureau (OD-ERDB) to endorse the request to the Petroleum Resources Development Division (PRDD)		1 Working Day	<i>Director, ERDB</i>
	1.4 Technical Evaluation		8 Working Days	<i>PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II</i>

	<p>1.4.1 Evaluate subcontracts in accordance to the submitted Work Program and Budget for the Calendar Year for Petroleum-Operations related subcontracts and/or Administrative subcontracts</p> <p><i>Note: If submission is incomplete, a Deficiency Notice is issued to the contractor (End of process). Those that have passed will be referred to the Legal Services for further evaluation.</i></p>	None		<p><i>PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II</i></p>
	<p>1.4.2 Prepare memorandum to the Legal Services for Legal Evaluation</p>			<p><i>ERDB Director, PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II</i></p>
	<p>1.5 Legal Services to check legality of the subcontracts for registration (i.e. compliance to DOE DC2014-08-0013) and transmit memo back to ERDB-OD/PRDD</p>		8 Working Days	<p><i>Director, Legal Services</i></p>
	<p>1.5.1 From LS Evaluation, PRDD Processors determine the number of subcontracts / agreements to be processed, registered, acknowledged and / or penalized and informs the Administrative Clerk to inform and issue</p>		1 Working Day (if necessary)	<p><i>Supervisor and/or Senior SRS handling ISO Monitoring, SRS-II</i></p>

	Order of Payment to Client			
2. Payment of Penalty for late registration (if necessary)	2.1 If submission did not meet the deadline, the submission will be penalized. Failure to pay within 60 days from receipt of penalty notice will result in disallowance for cost-recovery.		1 Working Day (if necessary)	<i>ERDB Director, PRDD Division Chief, Supervising SRS, Senior SRS, SRS-II</i>
	2.2 Issue Order of Payment for late submission for registration		30 minutes (if necessary)	<i>PRDD Administrative Clerk</i>
	2.3 Payment of penalty (The Official Receipt for the payment of penalty must be submitted to PRDD to resume registration of penalized subcontracts.)	Php 10,000.00 per late submitted subcontract (DOE DC2014-08-0013)	30 minutes (if necessary)	<i>Collection Officer, Treasury Division</i>
3. Payment of Processing Fee	3.1 Issuance of Order of Payment (The Official Receipt for the payment of processing fee must be submitted to PRDD to resume registration of subcontracts.)	PHP200 per subcontract / agreement to be processed as per DOE Fees and charges.	30 minutes	<i>Administrative Assistant II, PRDD (Issue Order of Payment), Payment to be received by Collection Officer, Treasury Division</i>
4. Registration of Subcontracts / Acknowledgement of Administrative Subcontracts	4.1 Issue the Confirmation of Subcontract Registration	None	1 Working Day	<i>Director, ERDB</i>
	4.2 Recording and filing of Subcontract Registration			<i>PRDD Sr. SRS handling the ISO Monitoring</i>

5. Release to Client	5.1 Registered Subcontract ready for release to the Client		1 Working Day	<i>PRDD Administrative Clerk</i>
Total Number of Days		20 Working Days (for single subcontract application)		

- *For batch or multiple applications, the following range of processing of registration for subcontract applications shall apply:*

RANGE FOR SUBCONTRACT REGISTRATION	
NO. OF SUBCONTRACTS	WORKING DAYS TO PROCESS (FROM RMD TO RELEASE)
1	20
2 to 20	21-60
21 to 60	61-140
61 to 120	141-220
121 to 180	221-300
181 to 300	301-365
301 and above	2 years



Conduct of Oil and Gas Seepage Investigation

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business / Government-2-Citizen			
Who May Avail:	Any Individual / LGUs / Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Full name and contact details (phone number, address/email) of applicant;		Client		
2. Location (Municipality, Barangay or Sitio, landmarks) where the seep/s occur/s; and				
3. Description or picture/s of the seep				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request Letter and Requirements	1.1 Receive request at Records Management Division (RMD)	None	1 Working Day	<i>Records Officer, RMD</i>
	1.2 Transmit to ERDB-OD		1 Working Day	<i>Records Officer, RMD</i>
	1.3 Review and Endorse for Field Investigation and Sampling		3 Working Days	<i>Director, ERDB</i>
	1.4 Review completeness of requirements by the PRDD <i>Note: If incomplete requirements, DOE informs or sends letter to applicant to complete requirements for resubmission</i>		2 Working Days	<i>Petroleum Resources Development Division (PRDD)</i>

<p>2. Discuss and schedule conduct of field investigation and/or assist DOE Field Office personnel during preliminary investigation</p>	<p>2.1 Schedule Field Investigation and coordinate with applicant and/or Request DOE Field Office for preliminary investigation</p> <p><i>Note: Taking into consideration the following:</i></p> <ul style="list-style-type: none"> <i>a. Participation/availability of applicant onsite.</i> <i>b. Accessibility of area;</i> <i>c. Safety; and/or</i> <i>d. Recommendation from DOE Field Office</i> <p><i>If any one of these considerations is not met, PRDD will officially notify the Client that further Investigation and sampling could not be conducted.</i></p>	<p>None</p>	<p>Depending on availability and response of the Applicant</p>	<p><i>PRDD / DOE Field Office</i></p>
<p>3. Accompany DOE personnel during conduct of investigation and sampling</p>	<p>3.1 Field Investigation and Sampling (inclusive of travel time)</p>		<p>10 Working Days</p>	<p><i>PRDD / ERTLS / DOE Field Office</i></p>
	<p>3.2 Laboratory analysis and transmittal of Results to ERDB</p>		<p>Depending on laboratory analysis</p>	<p><i>ERTLS</i></p>
	<p>3.3 Prepare letter to Applicant; Results ready for release to client</p>		<p>3 Working Days</p>	<p><i>ERDB Director, PRDD</i></p>
<p>Total Number of Days</p>		<p>20 Working Days (Excluding time on coordination with client and laboratory analysis)</p>		



Issuance of Notice of Qualification to enter into a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP)

Application for Petroleum Service Contract under PD 87 and DOE Department Circular DC2017-12-0017

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Petroleum Service Contractors / Companies Engaged in Petroleum Exploration			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requirements as provided in Annex B of DC2017-12-0017		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requirements and Payment of Application Fee / Challenge Fee	1.1 Official receiving of documents at Records Management Division (RMD) and processing of payment	Application Fee – Php 200,000.00 Challenge Fee (for Nominated Areas) – Php 1,000,000.00		Records Offices, RMD Energy Resource Development Bureau (ERDB) Treasury Division
	1.2 Opening of Proposals and Checking for Completeness of Applications by Technical Working Group (TWG): <i>Note: This happens on a set date as dictated by the published</i>	None	1 Working Day	Review and Evaluation Committee (REC) / Technical Working Group (TWG) -PRDD -Financial Services (FS) -Legal Services (LS)

	<i>PCECP timeline, and not immediately after submission.</i>			
	1.3 Substantive Legal, Technical, and Financial Evaluation of applications	None	10 Working Days	Review and Evaluation Committee (REC) / Technical Working Group (TWG) -PRDD -Financial Services (FS) -Legal Services (LS)
	1.3 Preparation and consolidation of the results of the TWG substantive evaluation		5 Working Days	PCECP Secretariat
	1.4 REC Meeting to discuss the results of the TWG substantive evaluation		1 Working Days	REC
	1.5 Preparation of documents and issuance of Notice of Qualification to enter into a PSC		3 Working Days	PCECP Secretariat
Total Number of Days			20 Working Days	



Issuance of Endorsement to the Office of the President for the Award of a Petroleum Service Contract (PSC) under the Philippine Conventional Energy Contracting Program (PCECP)

Application for Petroleum Service Contract under PD 87 and DOE Department Circular DC2017-12-0017

Office or Division:	Petroleum Resources Development Division (PRDD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Petroleum Service Contractors / Companies Engaged in Petroleum Exploration			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter in response to Notice of Qualification to enter into a PSC 2. Execution copy of the PSC duly signed by the prospective service contractor		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requirements	1.1 Official receiving documents at Records Management Division (RMD) 1.2 Transmittal of requirements to REC Chair	None	1 Working Day	Records Management Division
	1.3 Transmittal of response from REC Chair to REC TWG Head	None	1 Working Day	REC Chair
	1.4 Evaluation of completeness of	None	3 Working Days	REC TWG

	submitted documents			
	1.5 Preparation of Documents for REC Meeting	None	3 Working Days	PCECP Secretariat
	1.6 REC Meeting	None	1 Working Day	REC
	1.7 Finalization of Documents and Transmittal to the Office of the Secretary	None	3 Working Days	PCECP Secretariat
	1.8 Review and approval of the Memorandum to the Office of the President and signed execution copy of the PSC	None	7 Working Days	OSEC
	1.9 Transmittal to the Office of the President	None	1 Working Day	Records Management Division
Total Number of Days			20 Working Days	



Issuance of Gratuitous Permit

Office or Division:	Petroleum Resources Development Division (PRDD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business / Government-2-Citizen	
Who May Avail:	Any Individual / LGUs / Companies	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>1. Completed Gas Sample Laboratory Results from DOE, indicating the presence of methane gas-based on DOE's actual investigation.</p>	<p>Energy Research and Testing Laboratory Services – Geoscientific Research and Fuel Testing Laboratory Division (ERTLS-GRFTLD)</p>
	<p>As stated in PD 508 and DOE Dept. Circular No. DC2018-07-0020:</p> <p>2. Application Letter addressed to the:</p> <p>The Undersecretary in charge of Energy Resource Development Bureau Department of Energy Center, Merritt Road, Fort Bonifacio Taguig, Metro Manila 1201</p> <p>Contents of a Gratuitous Permit Application:</p> <p>2.1 Full name and post office or business address of the applicant;</p> <p>2.2 In case of an individual, applicant citizenship, age, sex and civil status;</p> <p>a. In case the applicant is partnership or corporation, the place and the date of organization, registration, and length of authorized organization or corporate life or existence; and location, shape and size in hectares of the area being applied</p> <p>b. A copy of the Articles of Incorporation or Articles of Partnership duly registered with the Securities and Exchange Commission, if the applicant is a corporation or partnership;</p> <p>c. Map and technical description of the area desired to be explored or exploited duly</p>	<p>Client</p>

- signed by a licensed geodetic engineer;
- d. A work program and budget with timeline to explore and develop natural marsh or Methane gas deposit;
 - e. Endorsement from the local Barangay Captain and Municipal Mayor;
 - f. Proof of payment of application fee amounting to One Thousand Pesos (Php 1,000.00); and
 - g. Proof of minimum operating capital of One Hundred Thousand Pesos (Php 100,000.00) whether in cash or in kind. The necessary proof includes financial statements, real property tax declaration, contract of lease of equipment, and such other similar proof as would show that the applicant has the requisite means and resources to pursue the operations under the gratuitous permit.

Note: Incomplete applications will not be accepted

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request Letter and Requirements	1.1 Receive Request at the Records Management Division (RMD)	None	1 Working Day	<i>Records Officer, RMD</i>
	1.2 Transmit to Energy Resource Development Bureau – Office of the Director (ERDB-OD)		1 Working Day	<i>Records Officer, RMD</i>
	1.3 Review and endorse for evaluation		3 Working Days	<i>Director, ERDB</i>
	1.4 Review completeness of requirements		5 Working Days	<i>PRDD</i>

	<i>Note: If incomplete requirements, DOE sends letter to applicant to complete requirements</i>			
2. Payment of Application Fee	2.1 Issue Order of Payment		Depending on Client	<i>Client / PRDD</i>
	2.2 Payment of Fee – <i>Based on DOE Fees and Charges DOE CY 2013 pursuant to AO No. 31 Series of 2012</i>	PhP 1,000.00		<i>Client / Treasury Division</i>
	2.3 Endorse to Information Technology Management System (ITMS), Legal Services (LS), and Financial Services (FS) for evaluation		4 Working Days	<i>ERDB Director, PRDD</i>
	2.4 Area, Legal and Financial Evaluations <i>Note: If application did not pass evaluation, DOE sends letter to applicant</i>		Depending on ITMS, LS and FS	<i>Information Technology Management Services (ITMS), Legal Services (LS) and Financial Services (FS)</i>
	2.5 Prepare the Permit and Endorse for approval		6 Working Days	<i>ERDB Director, PRDD</i>
	2.6 Approve the Permit. Permit available for release to client		Depending on Supervising Undersecretary	<i>Supervising Undersecretary for ERDB</i>
Total Number of Days			20 Working Days	



EXTERNAL SERVICES

COAL AND NUCLEAR MINERALS DIVISION (CNMD)



Issuance of Letter of Approval for Publication of Nominated Area of Interest under the Philippine Conventional Energy Contracting Program (PCECP) for Coal

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Corporations, Companies and Cooperatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Applicant/s for COC shall formally nominate through written communication the area/s of their interest addressed to the Review and Evaluation Committee (REC) for consideration. Before the nomination is accepted for publication, the following shall be submitted:		Client		
1.1 Technical Description of the nominated area/s as verified by DOE–Information Technology and Management Services (DOE-ITMS);		DOE-ITMS		
1.2 Area Clearance of nominated area/s from the DOE-ITMS;		DOE-ITMS		
1.3 Certification from the Department of Environment and Natural Resources (DENR) that the nominated area/s is/area not within Protected area/s; and		DENR		
1.4 Certification from the Local Government Unit (LGU) that the nominated area/s is/are not within a mining activity ban.		LGU		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete set/s of application requirements in paper format to the Records Management Division (RMD)	1.1 RMD receives the complete application requirements	None	0.5 Working Day	<i>Records Officer, RMD</i>

	1.2 RMD transmits the complete application requirements to the Review and Evaluation Committee (REC) Chair/ Undersecretary		0.5 Working Day	
	1.3 REC Chair / Undersecretary receives and transmits the complete application requirements to REC and Technical Working Group (TWG)		1 Working Day	<i>REC Chair / Undersecretary</i>
	1.4 REC and TWG checks the completeness of the submitted requirements		1 Working Day	<i>REC & TWG</i>
	1.4.1 If the submitted requirements are incomplete, REC and TWG informs the applicant of the incompleteness			
	1.5 If the submitted requirements are complete, REC and TWG conduct evaluation of the application requirements		7 Working Days	
	1.6 REC and TWG endorse the results of evaluation of the application to the Assistant Secretary		1 Working Day	
	1.7 Assistant Secretary reviews and evaluates the application endorsed by REC and TWG		2 Working Days	<i>Assistant Secretary</i>
	1.8 Assistant Secretary endorses the application to the Undersecretary		1 Working Day	

	1.9 Undersecretary reviews and evaluates the application		3 Working Days	<i>Undersecretary</i>
	1.10 Undersecretary transmits the Letter of Approval or Disapproval of Publication to RMD		1 Working Day	
	1.11 RMD transmits and releases Letter of Approval or Disapproval of Publication to the Applicant		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days:			20 Working Days	



Issuance of Notice of Award of Coal Operating Contract (COC) under the Philippine Conventional Energy Contracting Program (PCECP) for Coal

Office or Division	Coal and Nuclear Minerals Division (CNMD)	
Classification	Highly Technical Application	
Type of Transaction	Government-2-Business	
Who May Avail	Corporations, Companies and Cooperatives	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Legal Documentation	
a.	Duly filled-out covering information sheet showing a brief summary of application;	DOE Website / DC2017-09-0010 Annex A
b.	Certified true copies of the SEC Certificate of Registration, Articles of Incorporation and By-Laws. The corporate purpose of the applicant shall include the exploration, development and utilization of coal resources;	SEC
c.	Certified true copy of the GIS stamped received by the SEC not more than 12 months old at the time of filing of application;	
d.	Original copy of the Certificate of Authority from the Board of Directors of the applicant authorizing a designated representative/s to apply, negotiate, sign any documents, and execute the COC. The said Certificate of Authority shall be executed under oath by the Corporate Secretary; and,	Client
e.	In case the applicant is a partnership or cooperative, it shall submit the legal documents as specified in I.2 to I.4 above, or its equivalent, issued or authenticated by the appropriate governing authorities.	
2.	Work Program Documentation	

<p>a. Geological Report (Narrative presentation of available data such as geology, coal quality, resource estimate, if available, etc., indicating presence of coal resources at depth);</p>	<p>Client</p>
<p>b. Proposed Exploration Work Program (Narrative discussion of the different exploration strategies and methodologies to be employed in delineating coal resources at depth with subsequent manpower complement and projected expenditures on annual basis for each activity with respect to the area or areas specified in the proposal);</p>	
<p>c. The work equivalents as provided for in Chapter Four (4) Section III of BED Circular 81-11-10 or "Guidelines for Coal Operations in the Philippines" shall be applied equivalent to 9,000 feet or 2,743 meters drillhole-equivalent per coal block annually;</p>	
<p>d. Schedule of Works and Manpower Requirements in Gantt Chart; and,</p>	
<p>e. Projected Exploration Expenditures.</p>	
<p>3. Technical Documentation</p>	<p>Client</p>
<p>a. Particulars of technical and industrial resources available to the applicant for the exploration of coal resources;</p>	
<p>b. Particulars on the technical and industrial qualifications, eligibilities and work related experiences of the applicant and its employees;</p>	
<p>c. Particulars on the experiences, achievements and track records of the applicant and its employees related to technical and industrial undertakings; and,</p>	
<p>d. Particulars on organizational and management structures relative to administration, financial and technical aspects of the applicant.</p>	
<p>4. Financial Documentation</p>	

<p>a. For corporations existing for more than two (2) years at the time of filing of application:</p>	<p>Client</p>
<p>i. Original Copy of the Annual Report or Audited Financial Statements (FS) for the last two (2) years from the filing date and Original Copy of the latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer if the Audited FS is more than six (6) months old at the time of filing;</p>	
<p>ii. Original Copy of the Bank Certification to substantiate the cash balance as of the latest unaudited FS;</p>	
<p>iii. Original Copy of the Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular offered area, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business, if applicable; and,</p>	
<p>iv. A certified true copy of the latest income tax return filed with the Bureau of Internal Revenue, and duly validated with the tax payments made thereon.</p>	
<p>b. For newly-organized corporations existing for less than two (2) years at the time of filing of application:</p>	
<p>i. Original Copy of the Audited Financial Statements (FS) or unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer;</p>	
<p>ii. Original Copy of the Bank Certification to substantiate the cash balance as of the latest unaudited FS; and,</p>	
<p>iii. Original Copy of the Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular offered area, other applied PCECP areas, renewable energy</p>	

<p>service contract applications, existing service/operating contracts with DOE and other existing business, if applicable.</p>	
<p>c. For Parent Company that guarantees for corporations with insufficient capital. Financial guarantees of foreign companies to their subsidiaries that are shareholders of the applicant shall be limited to their equity participation in the allowable maximum forty percent (40%) foreign capitalization:</p>	
<p>i.Original Copy of the Parent Company's financial documents per 4.a.i. and 4.a.ii.;</p>	
<p>ii.Original Copy of duly notarized Letter of Undertaking/ Support from the Parent Company to fund the Work Program; and,</p>	
<p>iii.General Information Sheet (GIS) of the shareholders of the applicant availing of the Parent Company fund guarantee.</p>	
<p>d. Minimum working capital requirement (Liquid Assets Less Current Liabilities) is 150% of the financial commitment for the first contract year of the proposed work program and budget as provided for in Chapter One (1) Section III item A.1.a of BED Circular 81-11-10 or "Guidelines for Coal Operations in the Philippines". Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.</p>	
<p>e. The applicant shall have available working capital for each PCECP application separate from other applied PCECP areas, renewable energy service contract applications and existing energy service/ operating contracts.</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of non-refundable application fee per area to participate in the PCECP	1.1 Review and Evaluation Committee (REC) –Technical Working Group (TWG) issues Payment Order to the applicant		1 Working Day	REC-TWG
	1.2 Treasury Division receives payment from applicant and issues Official Receipt (OR)	Application fee per area - Php 200,000.00		Collection Officer, Treasury Division
2. Submission of three (3) complete sets of application requirements in both paper and digital format with OR to the Records Management Division (RMD) <i>(To be submitted by the applicant on or before 1100H of the 60th calendar day after date of publication)</i>	2.1 RMD receives the three (3) complete sets of application documents in both paper and digital format with OR	None	1 Working Day	Records Officer RMD
	2.2 REC and TWG conducts the Opening of Application Documents <i>(1300H on the final day of submission of documents)</i>		1 Working Day	REC & TWG
	2.3 REC and TWG conducts Legal, Technical and Financial evaluation of		6 Working Days	

	the submitted applications			
	2.4 REC and TWG endorses the highest ranked and compliant applicant to the Assistant Secretary		1 Working Day	
	2.5 Assistant Secretary reviews and evaluates the highest ranked applicant		2 Working Days	<i>Assistant Secretary</i>
	2.6 Assistant Secretary endorses the highest ranked applicant to the Undersecretary		1 Working Day	
	2.7 Undersecretary reviews and evaluates the highest ranked applicant		2 Working Days	<i>Undersecretary</i>
	2.7.1 <i>If disapproved, Undersecretary shall notify the applicant thru a letter</i>		1 Working Day	
	2.7.2 <i>If approved, Undersecretary endorses the highest ranked applicant along with the Notice of Award to the Secretary</i>			
	2.8 The Secretary reviews and evaluates the application		2 Working Days	<i>Secretary</i>
	2.9 The Secretary transmits the letter of Approval or Disapproval of Notice of Award to RMD		1 Working Day	
	2.10 RMD transmits and releases the Notice of Award to the Applicant		1 Working Day	<i>Records Officer RMD</i>
Total Number of Days:			20 Working Days	



Issuance of Tax-Exemption Certificate (TEC) under PD 972

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Coal Operating Contract (COC) holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Transmittal Letter signed by an Authorized Company Representative		Client		
2. Completely filled-out applicable DOE TEC form duly signed by company representative and notarized and sealed by a Notary Public (4 copies)		DOE - CNMD		
3. Company purchase order and shipping documents		Client		
4. For Emergency Importation: a. Written request showing the necessity of the Emergency Importation, the urgency and the expected or actual date of arrival of the machinery, spare parts and or materials. b. Proof of posting a good and sufficient bond in favor of the BOC in an amount not less than the stated amount of duty and tax from which the Emergency Importation is being exempted.		Client		
5. For Sale: a. Documents evidencing the consummation of such sale, including the proper reporting or remittance of gain, as may be as applicable.		Client		
6. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-Treasury Division or bank Application Fee Php 750.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents with Official Receipt / Proof of Payment – Records	1.1 RMD receives the complete documents with Official Receipt/Proof of Payment		0.5 Working Day	Records Officer RMD

Management Division (RMD)				
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer</i> RMD
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Admin. Staff</i> ERDB
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		4 Working Days	<i>Sr. SRS/SRS II</i> CNMD TAS FS-CERCD (For sale/disposal)
	1.4.1 If technical requirement is not satisfied, CNMD rejects the application with a letter signed by the ERDB Director			<i>Sr. SRS/SRS II</i> CNMD
	1.4.2 If technical requirement is satisfied, CNMD prepares the signed Certificate of Qualification and Endorsement Memorandum for Clearance of TEC and endorse to ERDB		1 Working Day	<i>Chief SRS</i> CNMD
	1.5 ERDB Director reviews the Certificate of Qualification and Endorsement Memorandum for Clearance of TEC		2 Working Days	<i>Director</i> ERDB
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by ERDB Director			<i>Sr. SRS/SRS II</i> CNMD

	1.5.2 If approved, ERDB endorses the application to the Legal Services (LS)			<i>Director ERDB</i>
	1.6 LS conducts a Legal Evaluation on the endorsed application		2 Working Days	<i>Attorney IV Legal Services</i>
	1.6.1 If Legal Requirements are not satisfied, CNMD rejects the application with a letter signed by ERDB Director			<i>Sr. SRS/SRS II CNMD</i>
	1.6.2 If Legal Requirements are satisfied, LS endorses application to the Undersecretary / Secretary			<i>Attorney V Legal Services</i>
	1.7 Undersecretary or Secretary reviews the endorsed application		7 Working Days	<i>Undersecretary or Secretary DOE</i>
	1.7.1 If disapproved, CNMD rejects application with a letter signed by ERDB Director			<i>Sr. SRS/SRS II CNMD</i>
	1.7.2 If approved, Usec./Sec. endorses the approved TEC to ERDB			<i>Staff Office of Usec./Sec.</i>
	1.8 ERDB Director signs the TEC and transmits to the CNMD		1 Working Day	<i>Director ERDB</i>
	1.8.1 CNMD records the Approved TEC and transmits to RMD. If a DOE sticker must be pasted, CNMD notifies the applicant and issues a Payment Order for the DOE Sticker		0.5 Working Day	<i>Admin. Staff CNMD</i>

2. Payment of DOE sticker (if applicable)	2.1 RMD records, dry seals, and releases the TEC to the applicant	Sticker Fee – Php 300.00	0.5 Working Day	<i>Records Officer RMD</i>
Total Number of Days		20 Working Days		



*Issuance of Safety Engineer's (SE) and/or Safety Inspector's (SI)

Permit

Office or Division	Coal and Nuclear Minerals Division (CNMD)	
Classification	Complex Transaction	
Type of Transaction	PermitGovernment-2-Business	
Who May Avail	Assigned Safety Engineer and Safety Inspector of Coal Operating Contract (COC) Holders and/or Small-Scale Coal Mining Permit (SSCMP) Holders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. For Safety Engineer		
1.	Duly accomplished ERDB Form No. DOE-ERDB-QF-001	CNMD Office / DOE Website
2.	Originally Signed Resume	Client
3.	Certificate/s of Training in General Safety and Health related to Mining Operations	
4.	Two (2) 2"x2" ID photo	
5.	Certified True Copy of PRC ID	
6.	Original Copy of valid Police Clearance	
7.	Letter Addressed to the ERDB Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder	
8.	Copy of Official Receipt or validated deposit slip for the payment of application and permit fees	DOE-Treasury Division or bank Application Fee Php 550.00
B. For Safety Inspector		
1.	Filled-up ERDB Form No. DOE-ERDB-QF-001	CNMD Office/DOE Website
2.	Originally Signed Resume	Client
3.	Two (2) 2"x2" ID photo	
4.	Original Copy of valid Police Clearance	
5.	Letter Addressed to the ERDB Director recommending/endorsing the applicant signed by the company's Resident Manager of COC or SSCMP holder	
6.	Any of the following:	
	a. Certified True Copy of Diploma for Mining Engineering Course	
	b. Certified True Copy of Diploma for any Engineering, Geology, Metallurgy, or Chemistry course, and	

Certificate of Employment/Employment Record showing at least one (1) year experience in Safety Work				
c. Certified True Copy of School Records if Undergraduate in any Engineering, Geology, Metallurgy, or Chemistry course, and Certificate of Employment/Employment Record Showing at least three (3) years of experience in Safety Work				
d. Certified True Copy of High School Diploma, and Certificate of Employment/Employment Record showing at least five (5) years of experience in Safety Work				
e. Certified True Copy of High School Transcript of Records and Certificate of Employment/Employment Record showing at least ten (10) years of experience in Safety Work				
7. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-Treasury Division or bank Application Fee Php 550.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents with Official Receipt/Proof of Payment – Records Management Division (RMD)	1.1 RMD receives the complete documents with Official Receipt/Proof of Payment		0.5 Working Day	<i>Records Officer, RMD</i>
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer, RMD</i>
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Admin. Staff, ERDB</i>

	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		3 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application with a letter signed by the ERDB Director			<i>Chief SRS, CNMD</i>
	1.4.2 If technically qualified, CNMD endorses the application to ERDB for final review and approval			<i>Chief SRS, CNMD</i>
	1.5 ERDB reviews the endorsed application		1 Working Day	<i>Director, ERDB</i>
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by the Director			<i>Sr. SRS/SRS II, CNMD</i>
	1.5.2 If approved, ERDB records and transmits the signed permit to the CNMD			<i>Admin. Staff, ERDB</i>
	1.6 CNMD records and transmits the approved permit to the RMD		0.5 Working Day	<i>Admin. Staff, CNMD</i>
	1.7 RMD records and releases the Approved Permit		0.5 Working Day	<i>Records Officer, RMD</i>
Total Number of Days		7 Working Days (for single application)		

Note: For batch or multiple applications the following range of processing of applications shall apply:

RANGE FOR ISSUANCE OF SAFETY ENGINEER'S AND SAFETY INSPECTOR'S PERMIT	
NO. OF APPLICATIONS	NO. WORKING DAYS TO PROCESS
1	7
2 to 10	14
11 to 20	21
21 to 30	28
31 and above	35

Further, notification to client can be supplemented with telephone call, SMS message, fax or email.



Issuance of Small-Scale Coal Mining Permit (SSCMP) - Independent

Office or Division	Coal and Nuclear Minerals Division (CNMD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Citizen	
Who May Avail	Interested individuals	
CHECKLIST OF REQUIREMENTS Submit Three (3) sets of the following:	WHERE TO SECURE	
1. Application Letter addressed to ERDB director and signed by the Applicant or any Authorized Representative	Client	
2. Duly Accomplished Application Form		
3. Survey Plan (1 mylar, 2 whiteprints) signed and sealed by Geodetic Engineer		
4. Technical Description		
5. Lot Data Computation		
6. Certification of Residency from: 6.1 Barangay Captain and; 6.2 Municipal/City Mayor		
7. Work Program (signed and sealed by Mining Engineer):		
7.1 Computation of Coal Reserves		
7.2 Mining Method to be used		
7.3 Projection of Daily and Annual Production Rates		
7.4 Table of Organization		
7.5 List of Mining Equipment		
7.6 Geological Map of Area Applied, Scale 1:1000		
7.7 Detailed Mine Plan, Scale 1:1000		
7.8 Production Cost per metric ton		
7.9 Minimum Acceptable Market Price per metric ton		
8. Proof of Working Capital (i.e., Certificate of Bank Deposit)		DOE-Treasury Division or bank Application Fee Php 1,000.00 per hectare or fraction thereof
9. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents with Official Receipt / Proof of Payment	1.1 RMD receives the complete documents with Official Receipt/Proof of Payment		0.5 Working Day	<i>Records Officer, RMD</i>
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer, RMD</i>
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Admin. Staff, ERDB</i>
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		13 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.5 CNMD Reviews and Approves the evaluated SSCMP application		1 Working Day	<i>Chief SRS, CNMD</i>
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by the ERDB Director			<i>Bureau Director, ERDB</i>
	1.5.2 If approved, CNMD endorses the application to ERDB for approval			<i>Chief SRS, CNMD</i>
	1.6 ERDB Reviews and Approves the evaluated SSCMP application		2 Working Days	<i>Bureau Director, ERDB</i>
	1.6.1 If disapproved, CNMD rejects the application with a letter signed by the ERDB Director			<i>Bureau Director, ERDB</i>

	1.6.2 If approved, ERDB records and transmits the approved SSCMP to CNMD			<i>Admin. Staff, ERDB</i>
	1.7 CNMD records and transmits the approved SSCMP to RMD		1 Working Day	<i>Admin. Staff, CNMD</i>
	1.8 RMD Records and releases the approved SSCMP thru mail		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days			20 Working Days	



Issuance of Small-Scale Coal Mining Permit (SSCMP)-Supervised by Coal Operating Contract (COC) Holders

Office or Division	Coal and Nuclear Minerals Division (CNMD)
Classification	Highly Technical Transaction
Type of Transaction	Government-2-Citizen
Who May Avail	Interested individuals
CHECKLIST OF REQUIREMENTS Submit Three (3) sets of the following:	WHERE TO SECURE
1. Application Letter addressed to ERDB director and signed by the Applicant or any Authorized Representative	Client
2. Duly Accomplished Application Form	
3. Survey Plan (1 mylar, 2 whiteprints) signed and sealed by Geodetic Engineer	
4. Technical Description	
5. Lot Data Computation	
6. Certification of Residency from: 6.1 Barangay Captain and; 6.2 Municipal/City Mayor	
7. Work Program (signed and sealed by Mining Engineer):	
a. Computation of Coal Reserves	
b. Mining Method to be used	
7.1 Projection of Daily and Annual Production Rates	
7.2 Table of Organization	
7.3 List of Mining Equipment	
7.4 Geological Map of Area Applied, Scale 1:1000	
7.5 Detailed Mine Plan, Scale 1:1000	
7.6 Production Cost per metric ton	
7.7 Minimum Acceptable Market Price per metric ton	
8. Proof of Working Capital (i.e., Certificate of Bank Deposit)	
9. Operating Agreement	
10. Contract of Purchase and Sale	
11. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees	DOE-Treasury Division or bank Application Fee Php 1,000.00 per hectare or fraction thereof

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents with Official Receipt / Proof of Payment	1.1 RMD receives the complete documents with Official Receipt/Proof of Payment		0.5 Working Day	<i>Records Officer, RMD</i>
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer, RMD</i>
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Admin. Staff, ERDB</i>
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		13 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.5 CNMD Reviews and Approves the evaluated SSCMP application		1 Working Day	<i>Chief SRS, CNMD</i>
	1.5.1 If disapproved, CNMD rejects the application with a letter signed by the ERDB Director			<i>Bureau Director, ERDB</i>
	1.5.2 If approved, CNMD endorses the application to ERDB for approval			<i>Chief SRS, CNMD</i>
	1.6 ERDB Reviews and Approves the evaluated SSCMP application		2 Working Days	<i>Bureau Director, ERDB</i>
	1.6.1 If disapproved, CNMD rejects the application with a letter signed by the ERDB Director			<i>Bureau Director, ERDB</i>
	1.6.2 If approved, ERDB records and transmits			<i>Admin. Staff, ERDB</i>

	the approved SSCMP to CNMD			
	1.7 CNMD Records and transmits the approved SSCMP to RMD		1 Working Day	<i>Admin. Staff, CNMD</i>
	1.8 RMD Records and releases the approved SSCMP		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days			20 Working Days	



Issuance of Coal Export Clearance (CEC)

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Coal Operating Contract Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter with the following details:		Client		
1.1 Name, address, and nature of business of the exporter				
1.2 Name, description and volume of product to be exported				
1.3 Unit and total export price (FOB, CIF, CFR)				
1.4 Name and address of buyer				
1.5 Date of loading and load port				
1.6 Disport				
1.7 Name of carrier/vessel				
2. Coal analysis/guaranteed specifications				
3. Proforma Invoice or other related documents				
4. Certification that local coal demand has been supplied				
5. Complete submission of Post Shipment Documents of previously approved CECs				
6. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-Treasury Division or bank Application Fee – Php 650.00 Permit Fee – Php 650.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		0.5 Working Day	<i>Records Officer, Records Management Division (RMD)</i>
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer, RMD</i>

	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.4 CNMD receives the documents and conducts technical evaluation		3 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.4.2 If technically qualified, CNMD endorses the application to the Conventional Energy Resources Compliance Division (CERCD) for review and evaluation			<i>Chief SRS, CNMD</i>
	1.5 CERCD conducts financial evaluation		2 Working Days	<i>Technical Audit Specialist, CERCD</i>
	1.5.1 If financial evaluation not satisfied, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Sr. SRS/SRS II, CNMD</i>
	1.5.2 If financial evaluation satisfied, CERCD endorses the application to CNMD			<i>Chief, CERCD</i>
	1.6 CNMD reviews and endorses the application to ERDB for approval		2 Working Days	<i>Chief SRS, CNMD</i>
	1.7 ERDB reviews and endorses the application to the		2 Working Days	<i>Bureau Director, ERDB</i>

	Office of the Undersecretary (OUSEC) for approval			
	1.8 OUSEC approves the application		3 Working Days	<i>Undersecretary, OUSEC</i>
	1.9 OUSEC transmits the approved CEC to ERDB		1 Working Day	<i>Administrative Officer, OUSEC</i>
	1.10 ERDB transmits the approved CEC to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.11 CNMD records and transmits the approved CEC to RMD		1 Working Day	<i>Administrative Officer, CNMD</i>
	1.12 RMD releases the approved CEC to applicant		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days			20 Working Days	



Issuance of Certificate of Compliance for Coal Importation (CoC-CI)

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Accredited Coal Traders and Registered Coal End-Users			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter with the following details:		Client		
1.1 Name, address and nature of business of the importer				
1.2 Unit and total import price (FOB, CIF, CFR)		Supplier		
1.3 Name and address of supplier				
1.4 Date of loading and load port				
1.5 Expected date and place of arrival in the Philippines				
1.6 Name of carrier/vessel				
1.7 Transaction date				
2. Coal analysis/guaranteed specifications				
3. Proforma Invoice or other related documents				
4. Complete submission of Post Import Documents of previously approved CoC-CIs				
5. Copy of Official Receipt or validated deposit slip for the payment of application and permit fees		DOE-Treasury Division or bank Application Fee – Php 650.00 Permit Fee – Php 650.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		0.5 Working Day	<i>Records Officer, RMD</i>
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer, RMD</i>

	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.4 CNMD receives the documents and conducts Technical Evaluation of the submitted application		5 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.4.2 If technically qualified, CNMD endorses the application to ERDB for review and approval			<i>Chief SRS, CNMD</i>
	1.5 ERDB reviews the application		3 Working Days	<i>Bureau Director, ERDB</i>
	1.6 ERDB transmits the application to the Office of the Undersecretary (OUSEC) for approval		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.7 OUSEC approves the application		4 Working Days	<i>Undersecretary, OUSEC</i>
	1.8 OUSEC transmits the approved CoC-CI to ERDB		1 Working Day	<i>Administrative Officer, OUSEC</i>
	1.9 ERDB transmits the approved CoC-CI to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.10 CNMD records and transmits the approved CoC-CI to RMD		1 Working Day	<i>Administrative Officer, CNMD</i>

	1.11 RMD releases the approved CoC-CI to applicant		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days			20 working days	



Issuance of Certificate of Coal Trader Accreditation (CTA)

Office or Division	Coal and Nuclear Minerals Division (CNMD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Entities involved in coal trading activities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application letter	Client	
2. Duly accomplished application form (ERDB Form No. 2011-1)	ERDB-CNMD	
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA	
4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SSCMP holder or foreign coal supplier for a period of at least 1 year	COC Holder, SSCMP Holder, Foreign Supplier	
5. Environmental Compliance Certificate of coal storage facility	DENR-EMB	
6. Current Business Permit	City/municipality where the storage facility is located	
7. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application	Client	
8. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-Treasury Division or bank Application Fee – Php 3,500.00	
FOR COAL OPERATING CONTRACT (COC) HOLDER		
1. Request letter	Client	
2. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		
FOR SMALL-SCALE COAL MINING PERMIT (SSCMP) HOLDER		
1. Request letter	Client	
2. Copy of the approved and duly conformed SSCMP		

3. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application				
FOR LOGISTICS SERVICE PROVIDER (LSP)				
1. Application letter		Client		
2. Duly accomplished application form (ERDB Form No. 2011-1)		ERDB-CNMD		
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)		SEC, DTI, CDA		
4. Current Business Permit		City/municipality where the office/storage facility is located		
5. List of authorized drivers		Client		
6. List of vehicles with plate number and copy of OR/CR				
7. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler		Accredited Coal Trader/Registered Coal End-User		
8. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client		
9. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-Treasury Division or bank Application Fee – Php 3,500.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		0.5 Working Day	<i>Records Officer, RMD</i>
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer, RMD</i>
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Administrative Officer, ERDB</i>

	1.4 CNMD receives the documents and conducts technical evaluation		6 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.4.2 If technically qualified, CNMD endorses the application to the Upstream Conventional Energy Legal Services Division (UCELSD) for review and evaluation			<i>Chief SRS, CNMD</i>
	1.5 UCELSD conducts legal evaluation		3 Working Days	<i>Attorney IV, UCELSD</i>
	1.5.1 If not legally qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.5.2 If legally qualified, UCELSD endorses the application to ERDB for review and approval			<i>Chief, UCELSD</i>
	1.6 ERDB reviews and approves the application		4 Working Days	<i>Director, ERDB</i>
	1.7 ERDB transmits the approved CTA to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.8 CNMD records and transmits the approved CTA to RMD		1 Working Day	<i>Administrative Officer, CNMD</i>

	1.9 RMD releases the approved CTA to applicant		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days		20 Working Days		



Issuance of Certificate of Coal Trader Accreditation-Renewal (CTAR)

Office or Division	Coal and Nuclear Minerals Division (CNMD)	
Classification	Highly Technical Transaction	
Type of Transaction	Government-2-Business	
Who May Avail	Accredited Coal Traders	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Application letter	Client	
2. Duly accomplished application form (ERDB Form No. 2011-1)	ERDB-CNMD	
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)	SEC, DTI, CDA	
4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year	COC Holder, SSCMP Holder, Foreign Supplier	
5. Environmental Compliance Certificate of coal storage facility	DENR-EMB	
6. Current Business Permit	City/municipality where the storage facility is located	
7. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client	
8. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		
9. Copy of Official Receipt or validated deposit slip for the payment of application fee	DOE-Treasury Division or bank Application Fee – Php 3,500.00	
FOR COAL OPERATING CONTRACT (COC) HOLDER		
1. Request letter	Client	
2. Current Business Permit	City/municipality where the COC area/storage facility is located	
3. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)	Client	

4. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application				
FOR SMALL-SCALE COAL MINING PERMIT (SSCMP) HOLDER				
1. Request letter		Client		
2. Copy of the approved and duly conformed SSCMP				
3. Current Business Permit		City/municipality where the permit area/storage facility is located		
4. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)		Client		
5. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application				
FOR LOGISTICS SERVICE PROVIDER (LSP)				
1. Application letter		Client		
2. Duly accomplished application form (ERDB Form No. 2011-1)		ERDB-CNMD		
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)		SEC, DTI, CDA		
4. Current Business Permit		City/municipality where the office/storage facility is located		
5. LSP report (1 year from date of accreditation)		Client		
6. List of authorized drivers				
7. List of vehicles with plate number and copy of OR/CR				
8. Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler		Accredited Coal Trader/Registered Coal End-User		
9. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client		
10. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-Treasury Division or bank Application Fee – Php 3,500.00		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents –	1.1 RMD receives the complete documents		0.5 Working Day	Records Officer, RMD

Records Management Division (RMD)				
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer, RMD</i>
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.4 CNMD conducts technical evaluation		4 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.4.2 If technically qualified, CNMD endorses the application to CERCD for financial evaluation			<i>Chief SRS, CNMD</i>
	1.5 CERCD conducts financial evaluation		2 Working Days	<i>Technical Audit Specialist, CERCD</i>
	1.5.1 If financial evaluation not satisfied, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.5.2 If financial evaluation satisfied, CERCD endorses the application to CNMD			<i>Chief, CERCD</i>
	1.6 CNMD endorses the application to UCELSD for evaluation		1 Working Day	<i>Sr. SRS/SRS II, CNMD</i>
	1.7 UCELSD conducts legal evaluation		2 Working Days	<i>Attorney IV, UCELSD</i>
	1.7.1 If not legally qualified, CNMD rejects		1 Working Day	<i>Bureau Director, ERDB</i>

	the application through a letter signed by the ERDB Director			
	1.7.2 If legally qualified, UCELSD endorses the application to ERDB for review and approval			<i>Chief, UCELSD</i>
	1.8 ERDB reviews and approves the application		3 Working Days	<i>Director, ERDB</i>
	1.9 ERDB transmits the approved CTAR to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.10 CNMD records and transmits the approved CTAR to RMD		1 Working Day	<i>Administrative Officer, CNMD</i>
	1.11 RMD releases the approved CTAR to applicant		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days			20 Working Days	



Issuance of Certificate of Coal End-User Registration (CEUR)

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Entities involved in coal purchasing and utilization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter		Client		
2. Duly accomplished application form (ERDB Form No. 2011-2)		ERDB-CNMD		
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)		SEC, DTI, CDA		
4. Technical specifications of coal-fired equipment and location map		Supplier of Equipment		
5. Environmental Compliance Certificate of coal storage facility		DENR-EMB		
6. Current Business Permit		City/municipality where the facility is located		
7. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client		
8. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-Treasury Division or bank Application Fee – Php 5,000.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents – Records Management Division (RMD)	1.1 RMD receives the complete documents		0.5 Working Day	<i>Records Officer, RMD</i>
	1.2 RMD transmits complete documents to Energy Resource		0.5 Working Day	<i>Records Officer, RMD</i>

	Development Bureau (ERDB)			
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.4 CNMD conducts technical evaluation		7 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.4.2 If technically qualified, CNMD endorses the application to UCELSD for review and evaluation			<i>Chief SRS, CNMD</i>
	1.5 UCELSD conducts legal evaluation		3 Working Days	<i>Attorney IV, UCELSD</i>
	1.5.1 If not legally qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.5.2 If legally qualified, UCELSD endorses the application to ERDB for review and approval			<i>Chief, UCELSD</i>
	1.6 ERDB reviews and approves the application		3 Working Days	<i>Director, ERDB</i>
	1.7 ERDB transmits the approved CEUR to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.8 CNMD records and transmits the		1 Working Day	<i>Administrative Officer, CNMD</i>

	approved CEUR to RMD			
	1.9 RMD releases approved CEUR to applicant		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days			20 Working Days	



Issuance of Certificate of Coal End-User Registration–Renewal (CEUR-R)

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical Transaction			
Type of Transaction	Government-2-Business			
Who May Avail	Registered Coal End-Users			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application letter		Client		
2. Duly accomplished application form (ERDB Form No. 2011-2)		ERDB-CNMD		
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)		SEC, DTI, CDA		
4. Technical specifications of coal-fired equipment and location map		Supplier of Equipment		
5. Environmental Compliance Certificate of coal storage facility		DENR-EMB		
6. Current Business Permit		City/municipality where the facility is located		
7. Summary of coal purchases and utilization from date of registration (CNMD-CEURR-2021-A)		ERDB-CNMD		
8. Other supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		Client		
9. Copy of Official Receipt or validated deposit slip for the payment of application fee		DOE-Treasury Division or bank Application Fee – Php 5,000.00		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of three (3) complete sets of documents – Records	1.1 RMD receives the complete documents		0.5 Working Day	<i>Records Officer, RMD</i>

Management Division (RMD)				
	1.2 RMD transmits complete documents to Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer, RMD</i>
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.4 CNMD conducts technical evaluation		4 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically qualified, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.4.2 If technically qualified, CNMD endorses the application to CERCD for compliance review			<i>Chief SRS, CNMD</i>
	1.5 CERCD conducts compliance review		2 Working Days	<i>Technical Audit Specialist, CERCD</i>
	1.5.1 If non-compliant, CNMD rejects the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.5.2 If compliant, CERCD endorses the application to CNMD			<i>Chief, CERCD</i>
	1.6 CNMD endorses the application to UCELSD for review		1 Working Day	<i>Chief SRS, CNMD</i>
	1.7 UCELSD conducts legal review		1 Working Day	<i>Chief, UCELSD</i>

	1.7.1 If not legally qualified, UCELSD will endorse the findings to CNMD; CNMD will reject the application through a letter signed by the ERDB Director		1 Working Day	<i>Bureau Director, ERDB</i>
	1.7.2 If legally qualified, UCELSD will endorse the application to LS for review and approval		1 Working Day	<i>Chief, UCELSD</i>
	1.8 LS reviews and endorses the application to ERDB		1 Working Day	<i>Director, LS</i>
	1.9 ERDB reviews and approves the application		2 Working Days	<i>Director, ERDB</i>
	1.10 ERDB transmits the approved CEUR-R to CNMD		1 Working Day	<i>Administrative Officer, ERDB</i>
	1.11 CNMD records and transmits the approved CEUR-R to RMD		1 Working Day	<i>Administrative Officer, CNMD</i>
	1.12 RMD releases the approved CEUR-R to applicant		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days			20 Working Days	



Issuance of Confirmation Letter of Registered Coal Subcontract

Office or Division	Coal and Nuclear Minerals Division (CNMD)			
Classification	Highly Technical			
Type of Transaction	Government-2-Business			
Who May Avail	Coal Operating Contract (COC) Holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request for the Issuance of Confirmation of Registered Coal Subcontract addressed to ERDB Director		Client		
2. Two (2) certified true copies of subcontracts registration				
3. Copy of Official Receipt or validated deposit slip for the payment of processing fee in the amount of Php 200.00		DOE-Treasury Division or bank		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Complete Documents – Records Management Division (RMD)	1.1 RMD receives the complete documents	N /A	0.5 Working Day	<i>Records Officer, RMD</i>
	1.2 RMD transmits the received documents to the Energy Resource Development Bureau (ERDB)		0.5 Working Day	<i>Records Officer, RMD</i>
	1.3 ERDB receives the documents and transmits to the Coal and Nuclear Minerals Division (CNMD)		1 Working Day	<i>Admin. Officer, ERDB</i>
	1.4 CNMD receives the documents and conducts a Technical Evaluation of the submitted application		6 Working Days	<i>Sr. SRS/SRS II, CNMD</i>
	1.4.1 If not technically			<i>Chief SRS, CNMD</i>

	qualified, CNMD rejects the application with a letter signed by the ERDB Director			
	1.4.2 If technically qualified, CNMD endorses the application to ERDB			<i>Chief SRS, CNMD</i>
	1.5 ERDB endorses the application to Legal Services (LS) for Legal Evaluation		1 Working Day	<i>Director, ERDB</i>
	1.6 LS conducts Legal Evaluation on the application		6 Working Days	<i>Attorney IV, LS</i>
	1.6.1 If approved, LS endorses the application to ERDB with review memorandum and recommendation of registration of operations administrative subcontract			<i>Attorney V, LS</i>
	1.6.2 If disapproved, CNMD rejects application with a letter signed by the ERDB Director			<i>Sr. SRS/SRS II CNMD</i>
	1.7 LS Records and Transmits approved application to ERDB		1 Working Day	<i>Admin. Officer, LS</i>
	1.8 ERDB Issues a Confirmation Letter of Registered Coal Subcontract		1 Working Day	<i>Bureau Director, ERDB</i>
	1.9 ERDB transmits the Confirmation Letter of Registered Coal Subcontract to CNMD		1 Working Day	<i>Admin. Officer, ERDB</i>
	1.10 CNMD records and transmits the Confirmation Letter of		1 Working Day	<i>Admin. Officer, CNMD</i>

	Registered Coal Subcontract to RMD			
	1.11 RMD records and releases the Confirmation Letter of Registered Coal Subcontract		1 Working Day	<i>Records Officer, RMD</i>
Total Number of Days			20 Working Days	