



# **LUZON FIELD OFFICE (LFO)**



# SUMMARY

## Luzon Field Office External Services

PROCESSES	DURATION	CLASSIFICATION
<b>Energy Industry Management Division (EIMD)</b>		
1. Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO)	20 working days	Highly Technical
2. Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation	20 working days	Highly Technical
3. Issuance of Certification for Hauler (Own-Use)	7 working days	Complex
4. Issuance of License to Operate (LTO) for Refiller	20 working days	Highly Technical
5. Issuance of License to Operate (LTO) for Dealer	20 working days	Highly Technical
6. Issuance of License to Operate (LTO) for Retailer	20 working days	Highly Technical
7. Issuance of License to Operate (LTO) for Independent Hauler	20 working days	Highly Technical
<b>Energy Resource Development and Utilization Division (ERDUD)</b>		
8. Conduct of Energy Audit to Government Entities (GEs) Preliminary Energy Audit	20 working days	Highly Technical
9. Conduct of Energy Audit to Government Entities (GEs) Virtual Preliminary Energy Audit	20 working days	Highly Technical



## **EXTERNAL SERVICES**

# **ENERGY INDUSTRY MANAGEMENT DIVISION (EIMD)**



## \*Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO)

DOE-LFO issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”

<b>Office or Division:</b>	Luzon Field Office - Energy Industry Management Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government-2-Business	
<b>Who May Avail:</b>	Entities intending to engage in the business of retailing of Liquid Fuels	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Prior Notice		
1.1 Filled-out and notarized application form complete with the following information: (1 copy)		Provided by Applicant <a href="#">COC Application Form (Revised).pdf</a>
1.1.1 Business name, address, telephone number, fax number and e-mail address of the business office;		
1.1.2 Location and complete address of the Retail Outlet; and		
1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		
2. A Notice of Undertaking on liability in case of violations committed by dealer, operator, owner or proprietor (1 copy)		Provided by Applicant <a href="#">COC Undertaking Form.pdf</a>
3. Supporting Documents for 1 <sup>st</sup> Issuance		
4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB- registered distributor/supplier (1 copy)		OIMB-registered Distributor / Supplier
5. 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 supported by copy of valid PRC ID and/or BOSH Certificate (1 copy)		Engineering Procurement Construction Contractor

6. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by Applicant
7. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
8. Accomplished DOE Form on Undertaking (1 copy)	Provided by Applicant
9. Latest photographs (in 5R size) showing:	Provided by Applicant
9.1 Full/front, right, and left side views of the retail outlet	
9.2 Required stickers/labels for RON, E10 and B2, among others	
9.3 Price display board	
9.4 Safety and informational signs	
10. DOE SCC/COC Clearance of No Pending Case (1 copy)	Legal Services
11. Payment of fee	Provided by Applicant
12. Supporting Documents for Renewal	
12.1 Filled-out and notarized application form complete with the following information: (1 copy)	Provided by Applicant
12.2 Business name, address, telephone number, fax number and e-mail address of the business office;	
12.3 Location and complete address of the Retail Outlet; and	
12.4 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
13. Accomplished DOE Form on Undertaking (1 copy)	Provided by Applicant
14. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB- registered distributor/supplier (1 copy)	OIMB-registered Distributor / Supplier
15. DOE SCC/COC Clearance of No Pending Case (1 copy)	Legal Services
16. Latest photographs (in 5R size) showing:	Provided by Applicant
16.1 Full/front, right, and left side views of the retail outlet	
16.2 Required stickers/labels for RON, E10 and B2, among others	

16.3	Price display board	
16.4	Safety and informational signs	
17.	Photocopy of previous COC	Provided by Applicant
18.	Payment of Fee	
19.	Reportorial Requirements (Under oath; submitted every 30 <sup>th</sup> day of January)	
20.	Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by Applicant <a href="#">Data on Running Inventory for the Year.pdf</a>
21.	Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy)	OIMB-registered Distributor / Supplier

<b>Notes:</b>	
1. Original copy of the above documents shall be presented to LFO for authentication purposes	
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to LFO	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the Day/Assigned Staff, EIMD</i>
	1.2 If complete, provide DOE SCC/COC Clearance of No Pending Case to be filed on Legal Services			

	1.3 If Incomplete, return to client.			
2. Filing of DOE SCC/COC Clearance of No Pending Case to Legal Services	2.1 Checking of database if LFRO has record of pending case	Administrative fine (if applicable)		<i>Division Chief or Director, Legal Services</i>
	2.2 If no pending case, note continue processing of COC			
	2.3 If with pending case, note hold in abeyance processing of COC			
3. Filing of application to LFO	3.1 Issuance of order of payment for fees (Collecting Officer) and order of submission (EIMD)	None		<i>Officer of the Day/Assigned Staff, EIMD</i>
4. Payment of applicable fees	4.1 Processing of payment and issuance of Official Receipt	Application Fee – Php. 3,100.00  Renewal – PhP 3,000.00		<i>Collecting Officer</i>
5. Submission of application to LFO-OD	5.1 Official Acceptance of application	None	0.5 Working Day	<i>Admin Staff, OD</i>
	5.2 Endorsement of application to EIMD	None		
	5.3 Receipt of application and assignment to EIMD	None	0.5 Working Days	<i>Admin Staff, OD</i>

	5.4 Receipt of application and assignment to respective section/ personnel	None		<i>Admin Staff, EIMD</i>
	5.5 Processing of application and preparation of COC	None	3 Working Days	<i>Science Research Specialist, EIMD</i>
	5.6 Verification and Field Validation on the COC application	None	3 Working Days	<i>SRS, EIMD</i>
	5.7 Review of the evaluation and action on the application and endorsement to Division Chief	None	5 Working Days	<i>Supv. SRS, EIMD</i>
	5.8 Review and endorsement of application for Director's approval	None	5 Working Days	<i>Division Chief, EIMD</i>
	5.9 Review and approval of endorsed application	None		<i>Director, LFO</i>
6. Receipt of approved COC	6.1 Release of approved application to respective division	None		<i>Admin Staff, OD</i>
	6.2 Encoding of COC	None	3 Working Days	<i>Admin Staff, EIMD</i>
	6.3 Release of application to client	None		



	6.4 File copy of the application and action for safekeeping	None		
	6.5 Provide copy to EIMD	None		
<b>Total Number of Days</b>		<b>20 Working Days</b>		



## Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

DOE-LFO issuance of Certificate of Non-coverage (CNC) to all persons engaged for own-use operation in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”

<b>Office or Division:</b>	Luzon Field Office - Energy Industry Management Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government-2-Business
<b>Who May Avail:</b>	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. OIMB/FO duly acknowledged format letter-request containing the following information: (1 copy)	Provided by Applicant
1.1 Business name, address, telephone number, fax number and e-mail address of the business office;	
1.2 Location and complete address of the establishment; and	
1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy)	Provided by Applicant
3. Valid Membership Agreement of the fleet (1 copy)	Provided by Applicant
4. Authenticated copy of the valid Supply Agreement or original Supplier’s Certificate from an OIMB-registered distributor/supplier (1 copy)	OIMB-registered distributor/ supplier
5. LTO/LTFRB/LGU documents confirming the fleet of vehicles	LGU
6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions:	Provided by applicant

6.1 To submit the above documentary requirements for and in-behalf of the fleet operator	
6.2 To operate the facility to exclusively serve the fleet	
6.3 To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator	
7. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by applicant
8. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
9. Accomplished DOE Form on Undertaking (1 copy)	Provided by applicant
10. Latest photographs (in 5R size) showing:	Provided by applicant
10.1 Full/front, right, and left side views of the retail outlet	
10.2 Required stickers/labels for RON, E10 and B2, among others	
10.3 Price display board	
10.4 Safety and informational signs	
11. DOE SCC/COC Clearance of No Pending Case (1 copy)	Legal Services
12. Payment of fee	Provided by Applicant
<b>Notes:</b>	
1. Original copy of the above documents shall be presented to LFO for authentication purposes	
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filing of application to LFO	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the Day/ Assigned Staff, EIMD</i>
2. Filing of DOE SCC/COC Clearance of No Pending Case to Legal Services	2.1 Checking of database if LFRO has record of pending case	Administrative Fine, if applicable		<i>Division Chief or Director, Legal Services</i>
	2.1.1 If no pending case, note continue processing of COC			
	2.1.2 If with pending case, note hold in abeyance processing of COC			
3. Filing of application to LFO	3.1 Issuance of order of payment for fees (Collecting Officer) and order of submission (EIMD)	None		<i>Officer of the Day/Assigned Staff, EIMD</i>
4. Payment of Applicable fees	4.1 Processing of payment and issuance of Official Receipt	CNC Fee – Php3,100.00		<i>Collecting Officer</i>
5. Submission of application to LFO	5.1 Official Acceptance of application	None	0.5 Working Day	<i>Admin Staff, OD</i>
	5.1.1 Endorsement of application to EIMD			
	5.2 Receipt of application and assignment to EIMD		0.5 Working Days	<i>Admin Staff, OD</i>
	5.3 Receipt of application and assignment to respective section/ personnel		3 Working Days	<i>Admin Staff, EIMD</i>
	5.4 Evaluation/ Processing of application and preparation of CNC			<i>Science Research Specialist, EIMD</i>

	5.5 Verification and Field Validation on the application	None	5 Working Days	<i>SRS, EIMD</i>
	5.6 Review of the evaluation and action on the application and endorsement to Division Chief		5 Working Days	<i>Supv. SRS, EIMD</i>
	5.7 Review and endorsement of application for Director's approval	None	5 Working Days	<i>Division Chief, EIMD</i>
	5.8 Review and approval of endorsed application	None		<i>Director, LFO</i>
6. Receipt of CNC	6.1 Release of approved application to respective division	None		<i>Admin Staff, OD</i>
	6.2 Encoding of CNC	None		<i>Admin Staff, EIMD</i>
	6.3 Release of application to client	None	1 Working Day	
	6.3.1 File copy of the application and action for safekeeping	None		
	6.3.2 Provide copy to EIMD	None		
<b>Total Number of Days</b>			<b>20 Working Days</b>	



## Issuance of Certification for Hauler (Own-Use)

DOE-LFO issuance of Certification for Hauler (Retail Outlet-Owned and Retail Outlet-Supplied Other Forms of Conveyance) pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”

<b>Office or Division:</b>	Luzon Field Office - Energy Industry Management Division
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Governement-2-Business
<b>Who May Avail:</b>	Dealer, operator, owner, or proprietor of the Retail Outlet who owns a tank truck to transport Liquid Fuels for its retailing business, whether by land or via sea-cargo vessel from their sources directly to their own Retail Outlet
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Prior Notice	
1.1 Filled-out and notarized application form complete with the following information: (1 copy)	
1.1.1 Business name, address, telephone number, fax number and e-mail address of the business office;	Provided by Applicant <a href="#">Hauler Application Form (Revised).pdf</a>
1.1.2 Location and complete address of the establishment; and	
1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
2. Supporting Documents (Certified True Copies)	
2.1 LTO OR/CR of Tank Truck/s	LTO
2.2 DOST Calibration Certificate for the Tank Truck/s	DOST
2.3 Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit	BFP
2.4 COC of Retail Outlet/s	Provided by Applicant
2.5 Payment of fee	
<b>Notes:</b>	
1. Original copy of the above documents shall be presented to EIMD for authentication purposes	

2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Luzon Field Office	1.1 Reviews completeness of documents against checklist of requirement	None		<i>Officer of the Day, Luzon Field Office</i>
	1.1.1 If complete, staff issues order of payment for fees (treasury) and order of submission (Records Management Division)			
	1.1.2 If incomplete, staff returns documents to client.			
2. Filing of application to Luzon Field Office	2.1 Issues order of payment for fees (treasury) and order of submission (Records Management Division)	None		<i>Officer of the Day, Luzon Field Office</i>
3. Payment of applicable fees	3.1 Processes payment and issues Official Receipt	Certification for Hauler - Php 1,050.00		<i>LFO Collecting Officer</i>
4. Submission of application to Office of the Director Records	4.1 Official Acceptance of application	None	0.5 Working Day	<i>Receiver, Office of the Director Records</i>

	4.1.1 Endorses Application To EIMD			
	4.2 Receives application and assigns to respective division	None	3.5 Working Days	<i>Admin Staff, Office of the FO Director</i>
	4.3 Receives application and assigns to respective section/ personnel	None		<i>Admin Staff, Office of the Division Chief</i>
	4.4 Processes application and prepares Certification	None		<i>Science Research Specialist, Respective Division</i>
	4.5 Reviews the evaluation and action on the application for Certification	None		<i>Supv. SRS, Respective Division</i>
	4.6 Reviews the evaluation and action on the application, and endorses to the Office of the Field Office Director	None		<i>Division Chief, Respective Division</i>
	4.7 Reviews and approves endorsed application	None	2 Working Days	<i>Director, Office of the FO Director</i>
	4.8 Releases approved application to respective division	None		<i>Admin Staff, Office of the FO Director</i>
5. Release of Certification	5.1. Encodes Certification	None	1 Working Day	<i>Admin Staff, Respective Division</i>
	5.2. Releases application to the client	None		
	5.3. Files copy of the application and action for safekeeping	None		



	5.4. Provides copy to Office of the Field Office Director - Records	None		
<b>Total Number of Days</b>		<b>7 Working Days</b>		



## Issuance of License to Operate (LTO) for Refiller

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No.2022-11-0037 otherwise known as “Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants.”

<b>Office or Division:</b>	Luzon Field Office - Energy Industry Management Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government-2-Business	
<b>Who May Avail:</b>	Entities intending to engage in the business of LPG as Refiller	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Notarized application form	Provided by applicant Provided by Applicant	
2. Checklist / directory of requirements		
3. Company profile		
4. Refilling plant profile		
5. List of transport motor vehicle per total company		
6. Attached supporting documents:		
6.1. Executive briefer of operation;	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable	
6.2. Scaled layout plan per establishment, and Certification on Compliance with the Philippine National Standards (PNS) for plant signed by designated responsible / authorized officer (provide copy of government issued ID license/authority)		
6.3. Business registration for the applied business activity; Articles		
6.4. of Incorporation if SEC registered or its equivalent if DTI registered;		

6.5. Latest GIS if SEC registered or its equivalent if DTI registered;	
6.6. Business permit for the applied business activity;	Local Government Unit or PEZA Certificate of Registration
6.7. Bureau of Internal Revenue registration for the applied business activity;	Bureau of Internal Revenue (BIR)
6.8. Calibration certificate per bulk motor vehicle (lorry tank)	Department of Science and Technology (DOST)
6.9. Bureau of Fire Protection conveyance permit per motor vehicle;	Bureau of Fire Protection (BFP)
6.10. Fire Safety Inspection Certificate for Occupancy, and Fire Safety Clearance for Storage	
6.11. Occupancy permit per establishment from the Local Government Unit;	LGUs for every City or Municipality
6.12. Permit to operate unfired pressure vessel per tank for LPG business	Department of Labor and Employment (DOLE)
6.13. Environmental compliance certificate per establishment	Department of Environment and Natural Resources (DENR);
6.14. Notarized certification on the supplier's contract or agreement	LPG Supplier / Provided by Applicant
6.15. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)
6.16. Latest digital photographs (5R Size with date/time stamp) showing the following:	Provided by Applicant
6.16.1. Full and front and back views of the establishment;	
6.16.2. Weighing scale device/s;	
6.16.3. LPG cylinders;	
6.16.4. Safety and informational signs; and	
6.16.5. Display board showing the Facility registered business name and address.	

16.17. Fire prevention and response manual; LPG spill prevention and response manual	
16.18. LPG spill prevention and response manual	
6.19. Clearance certificate of No pending penalty or prohibition to engage in DOI activity	DOE - Office of the Legal Services
6.20. Notarized company secretary's certificate for authorized representative and signatory	Provided by Applicant
6.21. Proof of payment of application fee (Provide Order of Payment and Official Receipt).	

***\*Original copy of above documents must be presented for authentication process***

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applications may be filed via walk-in, mailed to the DOE-LFO	1.1 Review of completeness of documents against checklist of requirement			<i>Officer of the day/Assigned Staff, EIMD</i>
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance)			
	1.3 Incomplete submissions shall not be accepted			
	1.4 If mailed, applicant shall be notified accordingly by the Division concerned			
	1.5 One (1) time letter if incomplete for the first time. If next submission is still incomplete, return all submitted documents to applicant			

2. Checking of pending cases	2.1 Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
	2.2 If no pending case, prepare assessment for the payment of application fee			
	2.3 If with pending case, inform the applicant to pay the penalties to Collecting Officer / Treasury Division			
	2.4 Subject to Legal Clearance (Hold processing of application / continue processing but hold release of LTO)			
3. Payment of applicable fees	3.1 Processing of Order of Payment, and issuance of Official Receipt	LTO for 5 years – Php 3,500.00		<i>Collecting Officer</i>
	3.2 Unpaid application shall not be received			
	3.3 COMs does not confirm payment / No OR presented; COMS does not confirm payment / No OR presented			
4. Submission of application to EIMD	4.1 Official acceptance of application for the issuance of LTO	None	0.5 Working Day	<i>Admin Staff, OD</i>
	4.2 Endorsement of application to EIMD			

	4.3 Receipt of application and assignment to EIMD			
	4.4 Received applications shall be stamped with both date and time and a unique control number		0.5 Working Day	<i>Admin Staff, OD</i>
	4.5 Division acceptance of application for the issuance of LTO			
	4.6 Endorse application to assigned processor for the issuance of LTO		3 Working Days	<i>Admin Staff, EIMD</i>
	4.7 Processing of application for the issuance of LTO			
	4.8 Verification and Field Validation on the LTO application		5 Working Days	<i>Science Research Specialist, EIMD</i>
	4.9 Review of the evaluation and action on the application and endorsement to Division Chief		5 Working Days	<i>Supv. SRS, EIMD</i>
	4.10 Review and endorsement of LTO application for Director's approval			<i>Division Chief, EIMD</i>
	4.11 Review and approval of LTO application		5 Working Days	<i>Director, OD</i>
5. Release of LTO and acknowledgement	5.1 Release of approved application to EIMD			<i>Admin Staff, OD</i>

	5.2 Release of application to client		1 Working Day	<i>Admin Staff, EIMD</i>
	5.3 File copy of the application and action for safekeeping			
	5.4 Provide copy to EIMD			
<b>Total Number of Days</b>		<b>20 Working Days</b>		



## Issuance of License to Operate (LTO) for Dealer

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No.2022-11-0037 otherwise known as “Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants.”

<b>Office or Division:</b>	Luzon Field Office - Energy Industry Management Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government-2-Business	
<b>Who May Avail:</b>	Entities intending to engage in the business of LPG as Distributor	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Application for Registration by a Dealer or Retailer – Authority to Sell a Trademark or Tradename (via LPG-filled pressure vessel)		Provided by Applicant
2. Notarized application form		
3. Checklist / directory of requirements		
4. Company profile form - Annex E-2;		
5. Refilling plant profile form – Annex E-3;		
6. List of transport motor vehicle per total company		
7. Attached supporting documents:		
7.1. Executive briefer of operation;		
7.2. Scaled layout plan per establishment;		
7.3. Business registration for the applied business activity;		Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable
7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;		
7.5. Latest GIS if SEC registered or its equivalent if DTI registered;		



7.6. Business permit for the applied business activity;	Local Government Unit or PEZA Certificate of Registration
7.7. Bureau of Internal Revenue registration for the applied business activity;	Bureau of Internal Revenue (BIR)
7.8. Certificate of Registration and Official Receipt per motor vehicle with corresponding picture of the vehicle plate number, company details and safety informational signages	Department of Transportation – Land Transportation Office (LTO)
7.9. Conveyance Permit per motor vehicle;	Bureau of Fire Protection (BFP)
7.10. Fire Safety Inspection Certificate / Fire Safety Clearance per establishment	
7.11. Occupancy permits per establishment from the Local Government Unit;	LGUs for every City or Municipality
7.12. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)
7.13. Latest digital photographs (5R Size with date/time stamp) showing the following:	Provided by Applicant
7.13.1. Full and front and back views of the establishment;	
7.13.2. Price Display Board;	
7.13.3. Weighing scale device/s;	
7.13.4. LPG cylinders;	
7.13.5. Safety and informational signs; and	
7.13.6. Display board showing the Facility registered business name and address.	
7.14. Fire prevention and response manual	
7.15. Clearance certificate of No pending penalty or prohibition to engage in DOI activity	DOE - Office of the Legal Services
7.16. Notarized company secretary's certificate for authorized representative and signatory	Provided by Applicant

7.17. Proof of payment of application fee (Provide Order of Payment and Official Receipt).	
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***\*Original copy of above documents must be presented for authentication process***

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Applications may be filed via walk-in, mailed to the DOE-LFO	1.1 Review of completeness of documents against checklist of requirement			<i>Officer of the day/Assigned Staff, EIMD</i>
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance)			
	1.3 Incomplete submissions shall not be accepted			
	1.4 If mailed, applicant shall be notified accordingly by the Division concerned			
	1.5 One (1) time letter if incomplete for the first time. If next submission is still incomplete, return all submitted documents to applicant			
2. Checking of pending cases	2.1 Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
	2.2 If no pending case, prepare assessment for the payment of application fee			

	2.3 If with pending case, inform the applicant to pay the penalties to Collecting Officer / Treasury Division			
	2.4 Subject to Legal Clearance (Hold processing of application / continue processing but hold release of LTO)			
3. Payment of applicable fees	3.1 Processing of Order of Payment, and issuance of Official Receipt	LTO for 5 years – Php 3,500.00		<i>Collecting Officer</i>
	3.2 Unpaid application shall not be received			
	3.3 COMs does not confirm payment / No OR presented;			
4. Submission of application to EIMD	4.1 Official acceptance of application for the issuance of LTO	None	0.5 Working Day	<i>Admin Staff, OD</i>
	4.2 Endorsement of application to EIMD			
	4.3 Receipt of application and assignment to EIMD		0.5 Working Day	<i>Admin Staff, OD</i>
	4.4 Received applications shall be stamped with both date and time and a unique control number		0.5 Working Days	

	4.5 Division acceptance of application for the issuance of LTO			
	4.6 Endorse application to assigned processor for the issuance of LTO		3 Working Days	<i>Admin Staff, EIMD</i>
	4.7 Processing of application for the issuance of LTO		5 Working Days	<i>Science Research Specialist, EIMD</i>
	4.8 Verification and Field Validation on the LTO application			
	4.9 Review of the evaluation and action on the application and endorsement to Division Chief		5 Working Days	<i>Supv. SRS, EIMD</i>
	4.10 Review and endorsement of LTO application for Director's approval		5 Working Days	<i>Division Chief, EIMD</i>
	4.11 Review and approval of LTO application			<i>Director, OD</i>
5. Release of LTO and acknowledgement	5.1 Release of approved application to EIMD			<i>Admin Staff, OD</i>
	5.2 Release of application to client		1 Working Day	<i>Admin Staff, EIMD</i>

	5.3 File copy of the application and action for safekeeping			
	5.4 Provide copy to EIMD			
<b>Total Number of Days</b>		<b>20 Working Days</b>		



## Issuance of License to Operate (LTO) for Retailer

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No.2022-11-0037 otherwise known as “Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants.”

<b>Office or Division:</b>	Luzon Field Office - Energy Industry Management Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government-2-Business	
<b>Who May Avail:</b>	Entities intending to engage in the business of LPG as Retailer	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Notarized application form 2. Checklist / directory of requirements - 3. Company profile form - Annex E-2; 4. Refilling plant profile form – Annex E-3; 5. List of transport motor vehicle per total company	Provided by applicant
	6. Attached supporting documents: 6.1. Executive briefer of operation; 6.2. Scaled layout plan per establishment;	Provided by Applicant
	6.3. Business registration for the applied business activity; 6.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered; 6.5. Latest GIS if SEC registered or its equivalent if DTI registered;	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable
	6.6. Business permit for the applied business activity;	Local Government Unit or PEZA Certificate of Registration
	6.7. Bureau of Internal Revenue registration for the applied business activity;	Bureau of Internal Revenue (BIR)
	6.8. Certificate of Registration and Official Receipt per motor vehicle with corresponding picture of the vehicle plate number, company details and safety informational signages	Department of Transportation – Land Transportation Office (LTO)

<p>6.9. Conveyance Permit per motor vehicle;          6.10. Fire Safety Inspection Certificate / Fire Safety Clearance per establishment</p>	<p>Bureau of Fire Protection (BFP)</p>
<p>6.11. Occupancy permits per establishment from the Local Government Unit;</p>	<p>LGUs for every city or municipality</p>
<p>6.12. Notarized certification on the Supplier's Contract / Agreement with the LPG Dealer (Distributor)</p>	<p>Provided by Applicant</p>
<p>6.13. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization</p>	<p>In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)</p>
<p>6.14. Latest digital photographs (5R Size with date/time stamp) showing the following:          6.14.1. Full and front and back views of the establishment;          6.14.2. Price Display Board;          6.14.3. Weighing scale device/s;          6.14.4. LPG cylinders;          6.14.5. Safety and informational signs; and          6.14.6. Display board showing the Facility registered business name and address.          6.15. Fire prevention and response manual</p>	<p>Provided by Applicant</p>
<p>6.16. Clearance certificate of No pending penalty or prohibition to engage in DOI activity</p>	<p>DOE - Office of the Legal Services</p>
<p>6.17. Notarized company secretary's certificate for authorized representative and signatory</p>	<p>Provided by Applicant</p>
<p>6.18. Proof of payment of application fee (Provide Order of Payment and Official Receipt).</p>	
<p><b>*Original copy of above documents must be presented for authentication process</b></p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applications may be filed via walk-in, mailed to the DOE-LFO	1.1 Review of completeness of documents against checklist of requirement			<i>Officer of the day/ Assigned Staff, EIMD</i>
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance)			
	1.3 Incomplete submissions shall not be accepted			
	1.4 If mailed, applicant shall be notified accordingly by the Division concerned			
	1.5 One (1) time letter if incomplete for the first time. If next submission is still incomplete, return all submitted documents to applicant			
2. Checking of pending cases	2.1 Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
	2.2 If no pending case, prepare assessment for the payment of application fee			
	2.3 If with pending case, inform the applicant to pay the penalties to Collecting Officer / Treasury Division			



	2.4 Subject to Legal Clearance (Hold processing of application / continue processing but hold release of LTO)			
3. Payment of applicable fees	3.1 Processing of Order of Payment, and issuance of Official Receipt	LTO for 5 years – Php 3,500.00		<i>Collecting Officer</i>
	3.2 Unpaid application shall not be received			
	3.1 COMs does not confirm payment / No OR presented			
4. Submission of application to EIMD	4.1 Official acceptance of application for the issuance of LTO	None	0.5 Working Day	<i>Admin Staff, OD</i>
	4.2 Endorsement of application to EIMD			
	4.3 Receipt of application and assignment to EIMD		0.5 Working Day	
	4.4 Received applications shall be stamped with both date and time and a unique control number			<i>Admin Staff, OD</i>
	4.5 Division acceptance of application for the issuance of LTO		3 Working Days	
	4.6 Endorse application to assigned processor for the issuance of LTO			<i>Admin Staff, EIMD</i>

	4.7 Processing of application for the issuance of LTO		5 Working Days	<i>Science Research Specialist, EIMD</i>
	4.8 Verification and Field Validation on the LTO application			
	4.9 Review of the evaluation and action on the application and endorsement to Division Chief		5 Working Days	<i>Supv. SRS, EIMD</i>
	4.10 Review and endorsement of LTO application for Director's approval		5 Working Days	<i>Division Chief, EIMD</i>
	4.11 Review and approval of LTO application			<i>Director, OD</i>
5. Release of LTO and acknowledgement	5.1 Release of approved application to EIMD			<i>Admin Staff, OD</i>
	5.2 Release of application to client		1 Working Day	<i>Admin Staff, EIMD</i>
	5.3 File copy of the application and action for safekeeping			
	5.4 Provide copy to EIMD			
<b>Total Number of Days</b>			<b>20 Working Days</b>	



## Issuance of License to Operate (LTO) for Independent Hauler

DOE-LFO issuance of License to Operate (LTO) to all persons engaged or intending to engage in the business of importing, refilling, marketing, distributing, hauling/transporting, handling, storing, retailing, selling, and/or trading of LPG pursuant to DC No.2022-11-0037 otherwise known as “Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated (LPG) Industry Participants.”

<b>Office or Division:</b>	Luzon Field Office - Energy Industry Management Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government-2-Business	
<b>Who May Avail:</b>	Entities intending to engage in the business of LPG as Independent Hauler of LPG in Cylinder and/or Cartridge	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Notarized application form	Provided by Applicant	
2. Checklist / directory of requirements		
3. Company profile		
4. Refilling plant profile		
5. List of transport motor vehicle per total company		
6. Attached supporting documents:		
a. Executive briefer of operation;	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable	
b. Business registration for the applied business activity;		
c. Articles of Incorporation if SEC registered or its equivalent if DTI registered;		
d. Latest GIS if SEC registered or its equivalent if DTI registered;		
e. Business permit for the applied business activity;	Local Government Unit or PEZA Certificate of Registration	
f. Bureau of Internal Revenue registration for the applied business activity;	Bureau of Internal Revenue (BIR)	
g. Certificate of Registration and Official Receipt per motor vehicle with corresponding picture of the vehicle plate number, company details and safety informational signages;	Department of Transportation – Land Transportation Office (LTO)	

h. Conveyance Permit per motor vehicle;	Bureau of Fire Protection (BFP)
i. Ship Registry and Safety Certificates per marine vessel with picture of the name of vessel;	Maritime Industry Authority (MARINA)
j. Fire prevention and response manual for motor vehicle;	Provided by Applicant
k. Fire prevention and response manual for marine vessel;	
l. Notarized certification on the Supplier's Contract / Agreement;	
m. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	In-house trainings of Oil Companies or LPG associations such as LPGIA and PLPGA (Provided by applicant)
n. Latest digital photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name and address and contact details;	Provided by Applicant
o. Clearance certificate of - No pending penalty or prohibition to engage in DOI activity;	DOE - Office of the Legal Services
p. Notarized company secretary's certificate for authorized representative and signatory	<i>Provided by Applicant</i>
q. Proof of payment of application fee (Provide Order of Payment and Official Receipt).	

***\*Original copy of above documents must be presented for authentication process***

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applications may be filed via walk-in, mailed to the DOE-LFO	1.1 Review of completeness of documents against checklist of requirement			<i>Officer of the day/Assigned Staff, EIMD</i>
	1.2 If complete, prepare filled out form for "Office of the Legal Services Clearance"			

	1.3 Incomplete submissions shall not be accepted			
	1.4 If mailed, applicant shall be notified accordingly by the Division concerned			
	1.5 One (1) time letter if incomplete for the first time. If next submission is still incomplete, return all submitted documents to applicant			
2. Checking of pending cases	2.1 Assessment of the Office of Legal Services Clearance			<i>Office of the Legal Services</i>
	2.2 If no pending case, prepare assessment for the payment of application fee			
	2.3 If with pending case, inform the applicant to pay the penalties to Collecting Officer / Treasury Division			
	2.4 Subject to Legal Clearance (Hold processing of application / continue processing but hold release of LTO)			

3. Payment of applicable fees	3.1 Processing of Order of Payment, and issuance of Official Receipt	LTO for 5 years – Php 3,500.00		<i>Collecting Officer</i>
	3.2 Unpaid application shall not be received			
	3.1 COMs does not confirm payment / No OR presented			
4. Submission of application to EIMD	4.1 Official acceptance of application for the issuance of LTO		0.5 Working Day	<i>Admin Staff, OD</i>
	4.2 Endorsement of application to EIMD			
	4.3 Receipt of application and assignment to EIMD			
	4.4 Received applications shall be stamped with both date and time and a unique control number		0.5 Working Day	<i>Admin Staff, EIMD</i>
	4.5 Division acceptance of application for the issuance of LTO		3 Working Days	<i>Admin Staff, EIMD</i>
	4.6 Endorse application to assigned processor			
	4.7 Processing of application for the issuance of LTO		5 Working Days	<i>Science Research Specialist, EIMD</i>

	4.8 Verification and Field Validation on the LTO application				
	4.9 Review of the evaluation and action on the application and endorsement to Division Chief		5 Working Days	<i>Supv. SRS, EIMD</i>	
	4.10 Review and endorsement of LTO application for Director's approval		5 Working Days	<i>Division Chief, EIMD</i>	
	4.11 Review and approval of LTO application			<i>Director, OD</i>	
5. Release of LTO and acknowledgement	5.1 Release of approved application to EIMD			<i>Admin Staff, OD</i>	
	5.2 Release of application to client			1 Working Day	<i>Admin Staff, EIMD</i>
	5.3 File copy of the application and action for safekeeping				
	5.4 Provide copy to EIMD				
<b>Total Number of Days</b>			<b>20 Working Days</b>		



# **ENERGY RESOURCE DEVELOPMENT AND UTILIZATION DIVISION (ERDUD)**

## **EXTERNAL SERVICES**





## Conduct of Energy Audit to Government Entities (GEs) Preliminary Energy Audit

DOE-LFO conducts Energy Audit to all Government Entities such as LGUs, NGAs, SUCs, and GOCCs as part of implementation of Government Energy Management Program (GEMP) as stipulated in RA11285-IRR (DC2019-11-0014) Sec. 43 and in IAEECC Resolution no.1 s.2020 and visitorial powers indicated at RA11285-IRR (DC2019-11-0014) Sec. 5.

<b>Office or Division:</b>	Luzon Field Office – Energy Resource Development and Utilization Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government-2-Government	
<b>Who May Avail:</b>	All Government Entities (RA 11285-IRR Sec.43)	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Copy of Special Order/Memorandum designating an Energy Efficiency and Conservation Officer and Focal Person	Provided by Auditee
	2. Copy of Office Issuance/Memorandum Circulars regarding Energy Conservation Measures	Provided by Auditee
	3. Copy of Latest Electrical Bill	Provided by Auditee
	4. Summary of Monthly Electricity and Fuel Consumption Reports (2015 to present)	Provided by Auditee
	5. Lighting equipment inventory list with specifications	Provided by Auditee
	6. Office equipment inventory list with specifications	Provided by Auditee
	7. Air-conditioning unit and genset inventory list with specifications	Provided by Auditee
	8. Vehicle inventory list (including the date of purchase)	Provided by Auditee
	9. Copy of vehicle's preventive maintenance schedule (work order or official receipt as proof)	Provided by Auditee
	10. Copy of a sample vehicle trip ticket	Provided by Auditee
	11. Copy of approved motor pool logbook – monitoring of vehicle dispatch	Provided by Auditee

12. Gross floor area of all buildings	Provided by Auditee
13. Air-conditioned floor area of all buildings	Provided by Auditee

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1.1 Sending of Notice to Conduct Energy Audit & Request submission of requirements thru email	NONE	1 Working Day	Sr. SRS, SRS II, SRS I
2. Submission of Requirements for the Energy Audit	2.1 Review of completeness of documents against checklist of requirement	NONE	1 Working Day	Sr. SRS, SRS II, SRS I
	2.2 Coordinate the conduct of audit; Arrange schedule of audit with auditee.	NONE	1 Working Day	Sr. SRS, SRS II, SRS I
	2.3 Remind Auditee of the upcoming audit at least a day before the agreed schedule.	NONE	1 Working Day	Sr. SRS, SRS II, SRS I
3. Client to provide assistance during the ERDUD's conduct of Energy Audit	3.1 ERDUD conducts the Energy Audit	NONE	1 Working Day	Sr. SRS, SRS II, SRS I

	3.2 ERDUD to prepare Energy Audit Report	NONE	10 Working Days	<i>Sr. SRS, SRS II, SRS I</i>
	3.3 Review/revision/ recommending approval of the energy audit report by the Division Chief	NONE	3 Working Day	<i>Spvg SRS, Chief SRS</i>
	3.4 Review/revision/ recommending approval of the energy audit report by the Director, LFO	NONE	1 Working Day	<i>Director, LFO</i>
	3.6 Transmittal of the Energy Audit Report to EUMB- EPSMD	NONE	1 Working Day	<i>Staff, OD</i>
	3.7 To send "Client Satisfaction Survey Form" to client.			<i>Staff, ERDUD</i>
<b>TOTAL NUMBER OF DAYS</b>			<b>20 DAYS</b>	



## Conduct of Energy Audit to Government Entities (GEs) Virtual Preliminary Energy Audit

DOE-LFO conducts Energy Audit to all Government Entities such as LGUs, NGAs, SUCs, and GOCCs as part of implementation of Government Energy Management Program (GEMP) as stipulated in RA11285-IRR (DC2019-11-0014) Sec. 43 and in IAEECC Resolution no.1 s.2020 and visitorial powers indicated at RA11285-IRR (DC2019-11-0014) Sec. 5.

<b>Office or Division:</b>	Luzon Field Office – Energy Resource Development and Utilization Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government-2-Government	
<b>Who May Avail:</b>	All Government Entities (RA 11285-IRR Sec.43)	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Copy of Special Order/Memorandum designating an Energy Efficiency and Conservation Officer and Focal Person	Provided by Auditee
	2. Copy of Office Issuance/Memorandum Circulars regarding Energy Conservation Measures	Provided by Auditee
	3. Copy of Latest Electrical Bill	Provided by Auditee
	4. Summary of Monthly Electricity and Fuel Consumption Reports (2015 to present)	Provided by Auditee
	5. Lighting equipment inventory list with specifications	Provided by Auditee
	6. Office equipment inventory list with specifications	Provided by Auditee
	7. Air-conditioning unit and genset inventory list with specifications	Provided by Auditee
	8. Vehicle inventory list (including the date of purchase)	Provided by Auditee
	9. Copy of vehicle's preventive maintenance schedule (work order or official receipt as proof)	Provided by Auditee
	10. Copy of a sample vehicle trip ticket	Provided by Auditee
	11. Copy of approved motor pool logbook – monitoring of vehicle dispatch	Provided by Auditee

12. Gross floor area of all buildings			Provided by Auditee	
13. Air-conditioned floor area of all buildings			Provided by Auditee	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1.1 Sending of Notice to Conduct Energy Audit & Request submission of requirements thru email	N/A	1 Day	Sr. SRS, SRS II, SRS I
2. Submission of Requirements for the Energy Audit	2.1 Review of completeness of documents against checklist of requirement	N/A	1 Day	Sr. SRS, SRS II, SRS I
	2.2 Coordinate the conduct of audit; Arrange schedule of audit with auditee.	N/A	1 Day	Sr. SRS, SRS II, SRS I
	2.3 Remind Auditee of the upcoming audit at least a day before the agreed schedule and send the virtual link.	N/A	1 Day	Sr. SRS, SRS II, SRS I
3. Client to provide assistance during the ERDUD's conduct of Energy Audit	3.1 ERDUD conducts the Energy Audit	N/A	1 Day	Sr. SRS, SRS II, SRS I
	3.2 ERDUD to prepare Energy Audit Report	N/A	10 Days	Sr. SRS, SRS II, SRS I

	3.3 Review/revision/ recommending approval of the energy audit report by the Division Chief	N/A	3 Days	<i>Spvg SRS, Chief SRS</i>
	3.4 Review/revision/ recommending approval of the energy audit report by the Director, LFO	N/A	1 Day	<i>Director, LFO</i>
	3.6 Transmittal of the Energy Audit Report to EUMB-EPSMD	N/A	1 Day	<i>Staff, OD</i>
	3.7 To send "Client Satisfaction Survey Form" to client			<i>Staff, ERDUD</i>
<b>TOTAL NUMBER OF DAYS</b>			<b>20 DAYS</b>	