



LEGAL SERVICES



SUMMARY

Legal Services (LS) External Services

PROCESSES	DURATION	CLASSIFICATION
Upstream Conventional Energy Legal Services		
1. Issuance of Endorsement to DOJ for Non-Immigrant Visa Application	10 Calendar Days	Complex

Legal Services (LS) Internal Services

PROCESSES	DURATION	CLASSIFICATION
General Legal Services Division		
2. Certificate of No Pending Administrative Case	1 Working Day	Simple



EXTERNAL SERVICES



Issuance of Endorsement to DOJ for Non-Immigrant Visa Application

Office or Division:	Upstream Conventional Energy Legal Services			
Classification:	Complex Transaction			
Type of Transaction:	Government to Government			
Who May Avail:	Companies in the Upstream Sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Provided by the Applicant		
2. Copy of valid Passport				
3. Certificate of Employment				
4. If employed by a company engaged by a subcontractor, endorsement from Service Contractor to apply on his / her behalf				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmittal of Application to Records Management Division	1.1 Receives the Application and referral thereof to the Office of the Director, Energy Resource Development Bureau (ERDB)	None	1 calendar day	<i>Records Officer, RMD</i>
	1.2 Director forwards application to concerned Division (PRDD, CNMD)		1 calendar day	<i>Director, ERDB</i>
	1.3 Staff conducts technical Evaluation, conducts technical evaluation and prepares the recommendation		2 calendar days	<i>Assigned staff of concerned division of ERDB</i>
	1.4 Approves and signs the technical evaluation and forwards ti the concerned LS Division		1 calendar day	<i>Director, ERDB</i>
	1.5 Prepares the Certificate of Endorsement (COE),		2 calendar days	<i>Concerned LS Division</i>

	endorsement to LS OD for approval			
	1.6 Approves and signs the COE; forwards approved COE to Records Management Division		2 calendar days	<i>Director, LS</i>
	1.7 Dry Seal and releases COE to applicant.		1 calendar day	<i>Records Officer, RMD</i>
Total Number of Days		10 calendar days		



INTERNAL SERVICES



Certificate of No Pending Administrative Case

Office or Division:	General Legal Services Division (GLSD)			
Classification:	Simple Transaction			
Type of Transaction:	Internal/Within DOE			
Who May Avail:	DOE Employees and Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Travel Order, or			Appropriate authority	
2. Office Clearance				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of travel order or office clearance, as the case may be	1.1 The GLSD shall draft the Certificate of No Pending Case upon requestee's submission of requirements.	None	1 day	<i>GLSD staff</i>
2. Signing of the Certificate	1.2 The draft No Pending Certificate shall then be signed by the Chief of GLSD, or authorized personnel in case of her absence.			<i>Chief, GLSD</i>
Total Number of Days			1 day	