

ENERGY POLICY AND PLANNING BUREAU



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SUMMARY OF PROCESSES

External Services

Policy Formulation and Research Division (PFRD)

PROCESSES	DURATION	CLASSIFICATION
1. <u>Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients</u> <i>(ISO Certified)</i>	3 working days	Simple Transaction
2. <u>Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients</u> <i>(ISO Certified)</i>	20 working days	Highly Technical Transaction

Planning Division (PD)

PROCESSES	DURATION	CLASSIFICATION
3. Data Request Process for Simple Transactions	3 working days	Simple Transaction
	7 working days	Complex Transaction

ENERGY POLICY AND PLANNING BUREAU

Internal Services

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



POLICY FORMULATION AND RESEARCH DIVISION (PFRD)

PROCESSES

1. [Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients](#)
2. [Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients](#)



Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients¹

Note: *This process is ISO Certified.*

Office or Division:	Policy Formulation and Research Division (PFRD)			
Classification:	Simple Transaction (Data Available with PFRD)			
Type of Transaction:	Government-to-Government, Government-to-Citizen, G2B			
Who may avail:	Government Agencies, Academe and other Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Letter of Request with:		Office of the Director		
1. Name and address of requesting party		Policy Formulation and Research Division		
2. Specific industry data/ statistics/ information needed				
3. Intended use of data/ statistics/ information being requested				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of data request for Energy Statistics/ Information Received	1.1 Submission of Data Request	Php2.00/ page (photocopy fee, if necessary) For more than ten (10) pages, a photocopy request form must be filled-up by the client/ researcher to be approved by EPPB-PFRD	4 hrs. ¹⁰	Records Management Division (RMD) Office of the Director, Energy Policy and Planning Bureau PFRD Staff
	1.1.1 FOI/ Info Center/ Email			
	1.1.2 Printed Documents/ letters/ walk-in clients			
	1.1.3 Text Messages (Viber/ Messenger) ²			
	1.2 Receipt of Data Request/Recording to Logbook/ Document Tracking System (DTS)			
	1.3 Screening Endorsement to Units			
	1.4 Receipt of data request by the Units for Recording to Logbook/ DTS			2 days
	1.5 Screening/ Endorsement to Staff			Chief SRS, PFRD Supervising SRS
	1.6 Processing of requested data			Technical Staff, PFRD
	1.7 Review/ Endorsement for Approval of Output			Supervising SRS Chief, PFRD ³

	1.8 Approval of Output		4 hrs	Chief, PFRD/ Director, EPPB (as necessary) ⁴
	1.9 Recording/ Transmittal of Output (Logbook/DTS)			Clerk/ Concerned Staff/ Client, PFRD
Total Number of Days		3 working days		

¹ Data available in the PFRD energy database.

² Included personal messages through text message, Viber and messenger from the researchers

³ If the level of approval is director level, the DC is the endorser

⁴ if the data requested are historical and available to the PFRD database and included as part of the international commitment with focal personnel involved in the data sharing, no need for the review of the Chief and Director. However, they will be copy furnished with the transmittal along with the requested data and statistics for their info/ reference.



Energy Policy and Planning Bureau Provision of Key Energy Statistics and other Energy-Related Data/Indicators/Information to Various Clients⁵

Note: *This process is ISO Certified.*

Office or Division:	Policy Formulation and Research Division			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-to-Government, Government-to-Citizen, G2B			
Who may avail:	Government Agencies, Academe and other Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Letter of Request with:		Office of the Director		
1. Name and address of requesting party		Policy Formulation and Research Division		
2. Specific industry data/ statistics/ information needed				
3. Intended use of data/ statistics/ information being requested				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of data request for Energy Statistics/ Information Received	1.1 Submission of Data Request 1.1.1 FOI/ Info Center/ Email/ 1.1.2 Printed Documents/ letters/ walk-in clients 1.1.3 Text Messages (Viber/ Messenger) ⁶	Php2.00/ page (photocopy fee, if necessary) For more than ten (10) pages, a photocopy request form must be filled-up by the client/ researcher to be approved by EPPB-PFRD	4 hrs.	Records Management Division (RMD)
	1.2 Receipt of Data Request/ Recording to Logbook/ EDMS			Office of the Director, Energy Policy and Planning Bureau
	1.3 Screening Endorsement to Units		PFRD Staff	
	1.4 Receipt of data request by the Units for Recording to Logbook/ Document Tracking System (DTS)		18 days	Clerk, PFRD
	1.5 Screening/ Endorsement to Staff			Chief SRS, PFRD Supervising SRS
	1.6 Data requested is not available in the PFRD energy database and requires further research			Technical Staff, PFRD
	1.7 Data Request is endorsed to the concerned units ⁷			

	1.7.1 Processing of requested data <ul style="list-style-type: none"> - Data Research - Coordination with Concerned Units - Consolidation of inputs 			
	1.8 Review/ Endorsement for Approval of Output		1.5 day	Supervising SRS/ Chief SRS, PFRD ⁸
	1.9 Approval of Output			Chief, PFRD/ Dir. EPPB (as necessary) ⁹
	1.10 Recording/ Transmittal of Output (Logbook/EDMS)			Clerk/ Concerned Staff/ Client, PFRD
Total Number of Days		20 working days		

⁵ Data requested need further research, processing, and analysis

⁶ Included personal messages through text message, Viber and messenger from the researchers

⁷ If the data request is not available in the PFRD energy database, data request is endorsed to the concerned units, end of process for EPPB-PFRD. However, if the data request is partly available in the PFRD database, further research/ analysis and processing of data will be needed to complete the data requirements of the requesting party.

⁸ If the level of approval is director level, the DC is the endorser

⁹ if the data requested is included as part of the international commitment with focal personnel involved in the data sharing, no need for the review of the Director (Please see the Operational Procedure on the Core process flow for the data provision of EPPB). However, they will be copy furnished with the transmittal along with the requested data and statistics for their info/ reference.

¹⁰ Half day is equivalent to 4 hours



PLANNING DIVISION (PD)

PROCESS

1. Data Request Process for Simple Transactions



Data Request Process

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

2. Evaluation / Feedback	2.1 Client Feedback Record			Client
Total Number of Days:	3 Working Days for Simple Transaction 7 Working Days for Complex Transaction			

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

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



INTERNAL SERVICES

PROCESSES

1. Provision of Data/ Information to Other DOE Bureaus/ Services/ Offices/
2. Provision of Policy / Position Papers in Response to Energy Related Policies, Plans and Programs Implemented by the DOE, Other Agencies and Institutions (Local and International)



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

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

* Data/ Information requested available in the EPPB



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

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

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

^{1/} Information / Data requested is to be gathered from different units/ bureaus.

^{2/} Request for Position papers/ presentations on energy issues