ENERGY RESEARCH AND TESTING LABORATORY SERVICES (ERTLS)



ENERGY RESEARCH AND TESTING LABORATORY SERVICES (ERTLS)

SUMMARY OF PROCESES

External Services

Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)

PROCESS	DURATION	CLASSIFICATION
Issuance of Chemical Geological Laborator Report (ISO Certified	<u>/ Test</u> 10 working days	Highly Technical

Lighting and Appliance Testing Laboratory (LATL)

	PROCESS	DURATION	CLASSIFICATION
2.	Inspection of Generic Models / Exempted Products for Air Conditioners (ISO Certified)	5 working days	Highly Technical
3.	Inspection of Generic Models / Exempted Products for Refrigerating Appliances (ISO Certified)	5 working days	Highly Technical
4.	Inspection of Generic Models / Exempted Products for Clothes Washing Machines	5 working days	Highly Technical

5.	Inspection of Generic Models / Exempted Products for Television Sets (ISO Certified)	5 working days	Highly Technical
6.	Calibration of Electrical Instruments for External Customers (ISO Certified)	6.5 Working Days	Highly Technical
7.	Calibration of Temperature Instruments for External Customers (ISO Certified)	7 Working Days	Highly Technical
8.	Energy Performance Testing of Omnidirectional Light Sources Using Sphere Photometry (ISO Certified)	See Reference B	Highly Technical
9.	Energy Performance Testing of Omnidirectional Light Sources Using Gonio Photometry (ISO Certified)	See Reference B	Highly Technical
10.	Energy Performance Testing of Directional Light Sources Using Gonio Photometry (ISO Certified)	See Reference B	Highly Technical
11.	Energy Performance Testing of Air Conditioners (ISO Certified)	See Reference B	Highly Technical
12.	Energy Performance Testing of Refrigerating Appliances (ISO Certified)	See Reference B	Highly Technical
13.	Energy Performance Testing of Clothes Washing Machines (ISO Certified)	12.5 working days	Highly Technical
14.	Energy Performance Testing of Television Sets (ISO Certified)	5.5. working days	Highly Technical



ENERGY RESEARCH AND TESTING LABORATORY SERVICES (ERTLS)

Internal Services

PROCESS	DURATION	CLASSIFICATION
ERTLS - Geoscientific Research a	nd Fuel Testing Labor	atory Division
15. <u>Issuance of Chemical /</u> <u>Geological Laboratory Test</u> <u>Report (ISO Certified)</u>	10 working days	Highly Technical
ERTLS - Lighting and Appliance T	esting Laboratory	
16. Calibration of Electrical Instruments for Internal Customers	6 working days	Highly Technical
17. <u>Calibration of Temperature</u> <u>Instruments for Internal</u> <u>Customers</u>	6.5 working days	Highly Technical



GEOSCIENTIFIC RESEARCH AND FUEL TESTING LABORATORY DIVISION (GRFTLD)

PROCESSES

1. <u>Issuance of Chemical / Geological Laboratory Test Report</u> (ISO Certified)



Issuance of Chemical/Geological Laboratory Test Report

Note: This process is ISO Certified.

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance to the Philippine National Standard (PNS).

esources to determine compliance to the Philippine National Standard (PNS).					
Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)				
Classification:	Highly Technical Transaction				
Type of Transaction:	Government-2-Citizen				
Who May Avail:	Academe, Researchers, Importers, Manufacturers, Private Laboratories, Public				
CHECKLIST OF REC	QUIREMENTS		WHERE TO SE	CURE	
 Sample for Analysis Original (1) copy of Requestrations External Forms Photocopy (1) of Official Relations Laboratory Services Fee For students, (1) copy of earth of the students Forms School Head to Avail 	m (GRFTL-SF-1) Receipt of Payment – endorsement letter	Office of the ERTLS Director			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Submission of samples and Request for Laboratory Services form (GRFTL-SF-1)	1.1 Reviews / checks the correctness of the filled-out request form 1.2 Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis. 1.3 Issues Request for Laboratory Services Billing	None	4 Hours	ERTLS OD Staff / Technical Staff of the concerned Section of GRFTLD Note: Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section - rock	

samples

					Oil and Gas Section - geothermal gas, biogas or synthesis gas
2.	Payment of Laboratory Services Fee	2.1 Issues the Official Receipt for testing fee	Please see attached DOE Schedule of Fees and Charges CY 2023	4 Hours	Cashier, Treasury Division
3.	Submission of filled-out Customer Rating – Submission of Sample Form (GRFTL-SF-5a) and photocopy of the Official Receipt	3.1 Consolidates filled-out forms and photocopy of the Official Receipt			ERTLS OD Staff
	·	3.2 Transmits GRFTL-SF-1 to the Office of the GRFTLD Chief SRS			ERTLS OD Staff, GRFTLD Chief SRS Staff & GRFTLD Chief SRS
		3.3 Issues Work Order (GRFTL-SF- 3) a. Dispatches GRFTL-SF-3 to the assigned GRFTLD Section	None		GRFTLD Chief SRS Staff & GRFTLD Chief SRS
		3.4 Analysis of Sample a. Conducts Sample Preparation / Testing / Analysis (Refer to page 4 – Conduct of Sample Preparation/ Testing/ Analysis) b. Prepares Results of Analysis c. Reviews and Endorses Transmittal Letter		8 Working Days	GRFTLD Staff (Spvg. SRS, Sr. SRS, SRS II, SRS I, SRA, LT) and GRFTLD Chief SRS

	and Test Report to GRFTLD Chief SRS		
	3.5 Endorses Transmittal Letter and Test Report to ERTLS Director a. Affixes initial of supervisor of the concerned section and GRFTLD Chief SRS and signature of the ERTLS Director to the Transmittal Letter	1 Working Day	Spvg. SRS, GRFTLD Chief SRS and ERTLS Director
Pick up of Test Report and submission of ERTLS – GRFTLD Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5b)]	3.6 Releases Test Report a. Receives copy of Test Report acknowledged by the customer b. Consolidates filled-out forms		ERTLS OD Staff
Total Number of	Days	10 Worki	ng Days

CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a

Processed Fuels Section			
PNS Test for Automotive Diesel Oil	additional 3 days for every 1 - 3 sample/s in excess of 9		
(9 samples) ^b	samples		
PNS Test for B100 (6 samples)b	additional 3 days for every 1 - 2 sample/s in excess of 6		
` ',	samples		
PNS Test for E100 (15 samples)b	additional 3 days for every 1 - 5 sample/s in excess of 15		
	samples		
PNS Test for Fuel Oil (Industrial) (6 samples) ^b	additional 3 days for every 1 - 2 sample/s in excess of 6		
	samples		
PNS Test for Gasoline (6 samples) ^b	additional 3 days for every 1 - 2 sample/s in excess of 6		
	samples		
PNS Test for Kerosene (15 samples)	additional 3 days for every 1 - 5 sample/s in excess of 15		
	samples		
Non-PNS Test for Diesel (20 samples) ^b	additional 4 days for every 1 - 4 sample/s in excess of 20		
	samples		
Non-PNS Test for Gasoline (20 samples) ^b	additional 4 days for every 1 - 4 sample/s in excess of 20		
	samples		
Other Samples e.g. Pyrolysis Oil and Biofuel from			
other feedstocks (8 samples)			
	mal-Coal Section		
Heating Value and Sulfur Analysis with Sample	additional 2 days for every 1 - 3 sample/s in excess of 8		
Preparation (8 samples per batch)	samples		
Proximate Analysis, Ultimate Analysis and Heating	additional 2 days for every 1 - 2 sample/s in excess of 3		
Value Determination with Sample Preparation (3	samples		
samples per batch)			
Proximate Analysis with Sample Preparation (3	additional 2 days for every 1 - 2 sample/s in excess of 3		
samples per batch)	samples		
Ultimate Analysis (CHNAS) with Sample	additional 2 days for every 1 - 2 sample/s in excess of 4		
Preparation (4 samples per batch)	samples		
(For batch analyses without sample preparation, testi			
Complete Ion Analysis (5 samples)	additional 5 days for every 1 - 5 sample/s in excess of 5		
	samples		
	d Gas Section		
Analysis of Crude Oil (5 samples)	additional 2 days for every 1 sample in excess of 5 samples		
Analysis of Natural Gas / Biogas (15 samples)	additional 2 days for every 1 - 4 sample/s in excess of 15		
Analysis of Course Basks / Oall	samples		
Analysis of Source Rocks / Soil	*Minimum of 10 working days per every one (1) sample.		
	Duration of analysis will depend on the condition of the		
Analysis of Otable lastons (F)	samples received.		
Analysis of Stable Isotope (5 samples)	additional 2 days for every 1 sample in excess of 5 samples		
PNS Test for B100: GC Analysis (5 samples)	additional 2 days for every 1 sample in excess of 5 samples		
PNS Test for E100: GC Analysis (10 samples)	additional 3 days for every 1 - 2 sample/s in excess of 10		
	samples		
Analysis of Liquefied Petroleum Gas (5 samples)	additional 2 days for every 1 sample in excess of 5 samples		
	logy Section		
Micropaleontological / Petrographic / XRD Analysis			
(3 samples)	additional 3 days for every 1 sample in excess of 3 samples		

Remarks

- a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.
- b. ISO 9001:2015 certified processes

Department of Energy Energy Research and Testing Laboratory Services Geoscientific Research and Fuel Testing Laboratory Division Schedule of Fees and Charges CY 2023

chermal-Coal Section oratory Services	Amount	Remark
1 Coal		
Calorific Value, CV (Coal)	1,500.00	
Carbon, Hydrogen and Nitrogen, CHN (Coal)	3,650.00	
Carbon, Hydrogen and Nitrogen, CHN (Oil)	4,950.00	
Hardgrove Grindability Index, HGI	1,200.00	
Proximate Analysis	2,000.00	
Residual Moisture, RM	400.00	
Ash, A	850.00	
Volatile Combustible Matter, VCM	750.00	
Sample Preparation	650.00	
Sieve Analysis (per size)	200.00	
Total Sulfur, S	1,250.00	
2 Geothermal Water Analysis	, , , , , , , , , , , , , , , , , , , ,	
Alkalinity	500.00	
Arsenic (As)	900.00	
Boron (B)	600.00	
Cadmium	400.00	
Calcium (Ca)	400.00	
Cesium (Cs)	400.00	
Chloride (CI)	550.00	
Chromium (Hexavalent)	450.00	
Copper (Cu)	400.00	
lodine (I)	1,700.00	
Iron (Fe)	400.00	
Lead (Pb)	400.00	
Lithium (Li)	400.00	
Magnesium (Mg)	400.00	
Manganese (Mn)	400.00	
Mercury (Hg)	1,500.00	
Nickel (Ni)	400.00	
pH	350.00	
Potassium (K)	450.00	
Rubidium (Rb)	400.00	
Silica (SiO ₂)	700.00	
Silver (Ag)	400.00	
Sodium (Na)	400.00	
Specific Conductivity	250.00	
Sulfate (SO ₄)	700.00	
Total Dissolved Solids	250.00	
Total Suspended Solids	450.00	
Zinc (Zn)	400.00	

d Gas Section atory Services	Amount	Rem
Oil and Gas		
Automotive LPG		
Copper Strip Corrosion	2,850.00	New
Density of LPG	2,250.00	
Gauge Vapor Pressure of LPG	4,600.00	
Hydrogen Sulfide in LPG	1,500.00	
LP Gases and Propene Concentrates by GC	8,250.00	
Residue and Volatility	2,000.00	-
Sulfur in LPG	3,850.00	1
Biodiesel / CME	0,000.00	1.1011
Fatty Acid Methyl Esters (FAME) in Biodiesel	4,200.00	
Succeeding Run	2,500.00	
FAME and Methyl Laurate (C12) in Biodiesel	5,800.00	
Succeeding Run	3,380.00	
Free Glycerin in Biodiesel	1,250.00	
Linolenic Acid in Biodiesel	4,320.00	
Succeeding Run	2,100.00	
Methanol in Biodiesel	3,350.00	
Succeeding Run	2,150.00	
Methyl Laurate in Biodiesel	3,750.00	
Succeding Run	1,950.00	
Mono, Di, tri, FG and TG in Biodiesel	7,500.00	
Succeding Run	4,450.00	
Total Acid Number in Biodiesel, Color Indicator	1,625.00	
Total Acid Number in Biodiesel, Potentiometric	2,100.00	
Total Glycerin in Biodiesel	2,750.00	
Bioethanol	2,700.00	
Ethanol and Methanol Purity in Denatured Fuel Ethanol	3,200.00	
Succeeding Run	1,650.00	
Total Acidity (as Acetic Acid) in Bioethanol	550.00	
Crude Oil	000.00	ļ
C12 + Components of Whole Oil / Saturate Fraction	3,950.00	
Degree API Gravity of Oil ContainingWater and Sediments	590.00	
Degree API Gravity of Oil Without Sample Preparation	450.00	
Extractable Organic Matter (EOM)	5,220.00	
Fractional Distillation of Crude Oil	1,880.00	
Liquid Chromatographic Separation of EOM / Whole Oil into Saturates, Aromatics and NSO	4,050.00	
Separation of Crude Oil / Petroleum from Water and Sedimets	600.00	
Gas Condensate	1 300.00	1
Carbon Dioxide (CO ₂) in Gas Condensate	1,400.00	
Hydrogen Sulfide (H ₂ S) in Gas Condensate	1,560.00	
Isotope Analysis	1,500.00	1
C13 Isotope in Gas Sample	9,950.00	
Succeeding Run	5,350.00	
N15 Isotope in Various Samples	13,700.00	New
		New
Succeeding Run O18 Jestone in Water Sample	8,700.00	INEW
O18 Isotope in Water Sample Succeeding Run	10,100.00 5,350.00	1

and Gas Section poratory Services	Amount	Remarks
S34 Isotope in Various Samples	13,600.00	
Succeeding Run	8,650.00	
Natural Gas and Biogas	0,030.00	
	1 250 00	
CO ₂ and H ₂ S Gases	1,250.00	
Hydrocarbon Gases (C1-C4)	3,500.00	
Inorganic gases Plus Methane (N2, H2, Ar, O2, He, C1)	3,350.00	
Source Rock and Cuttings	T	
Pyrolysis of Source Rock	2,700.00	
Sample Preparation for Dry Cuttings	450.00	
Sample preparation for wet Cuttings	540.00	
Total organic / Inorganic Carbon	3,050.00	
Tetrafluoroethane		
Tetrafluoroethane / R134a		
With Standard	3,320.00	
Without Standard	3,100.00	
ocessed Fuels Section		
poratory Services		
4 Processed Fuels		
API Gravity/Density/Specific Gravity (Hydrometer)	600.00	
Acid/Base/Acetic/Iodine/Chloride/Saponification	2,700.00	New
Acidity/Alkalinity, pHe	600.00	New
Aromatics with Oxygenates, % Volume	6100.00	
Aromatics, % Volume	4,600.00	
Ash (Sulfated), % Mass	1,900.00	
Ash, % Mass	1,900.00	
Carbon Residue (Conradson), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Carbon Residue (MCRT), % Mass	1,100.00	
Carbon Residue 10% Distillation Residue, % Mass	2,600.00	
Cetane Number	10,600.00	
Cetane Number, Calculated	2,300.00	
Cloud Point, °C	1,100.00	
Color, ASTM (Automated)	950.00	New
Color, ASTM (Manual)	600.00	
Copper Corrosion Test	2,400.00	
Density/Specific Gravity (Densitometer)	750.00	
Diesel Analyzer - Density/FAME/Cetane Number	1,100.00	
Distillation Characteristics, °C	1,900.00	
Distillation Temperature (AET), °C	2,800.00	
Electrical Conductivity, uS/m	650.00	New
Existent Gum, mg/100mL	3,200.00	New
FAME and Methyl Laurate, % Volume - GC	7,300.00	New
Succeeding Run	4,600.00	New
FAME (Fatty Acid Methyl Ester), vol % (FTIR)	1,400.00	
Flash Point (COC), °C	1,400.00	
Flash Point (PM), °C	1,000.00	
Gasoline Analyzer	1,000.00	
Group I & II Metals and Phophorous, ppm	7,500.00	New
Hydrocarbon (Benzene & Aromatics, % Vol)		New
Succeeding Run	4,400.00	

Processed Fuels Section	Amount	Remarks
aboratory Services		
Insolubles, % Mass		
Pentane	1,700.00	
Toluene	1,800.00	
Kinematic Viscosity, mm ² /s	1,100.00	
Lead in Gasoline, g/L (XRF)	2,100.00	
Lubricity, Micron	5,900.00	New
Octane Number, RON (CFR)	10,400.00	
Oxidation Stability, Hours	4,600.00	
Oxygenates (Ethanol and Methanol), % vol - GC	6,900.00	New
Succeeding Run	4,400.00	New
Pour Point, °C	1,100.00	
Sediment by Extraction, % Volume	2,200.00	
Sulfur, % Mass (UVF)	2,300.00	
Sulfur, % Mass (WD-XRF)	3,000.00	New
Sulfur, % Mass (XRF)	2,100.00	
Vapor Pressure, kPa	900.00	
Viscosity Index	1,800.00	
Water and Sediments, % Volume	1,100.00	
Water by Distillation, % Volume	1,000.00	
Water by Karl Fischer, % Volume - Volumetric	1,300.00	
Water by Karl Fischer, % Volume - Volumetric Water by Karl Fischer, % Volume - Coulometric	3,300.00	Now
		New
Wear Metals/Trace Metals, % Volume (per Metal) eology Section	800.00	
aboratory Services		
5 Processing/Sample Preparation		
Coal - Impregnated Polished Section (Briquette)	1,700.00	
Coal - Polished Section (Whole Sample)	950.00	
Drying of Ditch Cutting Samples (per Box)	600.00	
Impregnated Polished Thin Section (Opaque Minerals)	1,700.00	
Impregnated Polished Thin Section	1,500.00	
Impregnated Polished Thin Section with Blue Dye	1,800.00	
Normal Thin Section	1,200.00	
Plain Slabbing/Plain Cutting	300.00	
Polished Thin Section (for Opaque Minerals)	1,500.00	
Polished Slab (Max Dimension 3x2x1 inches)	400.00	
Smear Slide (Calcareous Nanno Fossils)	400.00	
Staining using Alizarin Red (1-5 Sample/s)	100.00	
Washed Residue (Foraminifera)	400.00	
XRD-Extraction and Air Drying for Oriented Clay	500.00	New
XRD-Glycol Treatment for Oriented Clay Sample	300.00	New
XRD-Heat Treatment at 400°C for Oriented Clay	350.00	New
XRD-Heat Treatment at 500°C for Oriented Clay	350.00	New
XRD-Powdering for Random Sample	250.00	New
6 Analysis	T	Т
Coal - Vitrinite Reflectance measurement		
Coal - Maceral Identification	4,000.00	New
Megascopic/Hand Specimen Rock Identification	500.00	
Micropaleontological Analysis of Rock Sample (Foraminifera)	1,900.00	
Micropaleontological Analysis of Rock Sample (Nanno Fossil)	1,500.00	
Petrographic Analysis of Rock Sample	1,500.00	
X-ray Diffraction Analysis per Scan	2,000.00	New
X-ray Diffraction, Interpretation	1,500.00	New

Laboratory Services	Amount	Remarks
Other Services	Amount	ixemaiks
Biostratigraphic Report of Well		
First 7,000 feet / 2,133 meters)	48,000.00	
(excluding Sample Preparation and Analysis)		
For Succeeding 1,000 ft or a fraction thereof; 10% of computed cost	4,800.00	
Photomicrography of Fossils (1-5 Samples, final shot/s)	400.00	
Photomicrography of Rocks (1-5 Samples, final shot/s)	500.00	



LIGHTING AND APPLIANCE TESTING LABORATORY (LATL)

PROCESSES

- 1. Inspection of Generic Models / Exempted Products for Air Conditioners (ISO Certified)
- 2. Inspection of Generic Models / Exempted Products for Refrigerating Appliances (ISO Certified)
- 3. Inspection of Generic Models / Exempted Products for Clothes Washing Machines
- 4. <u>Inspection of Generic Models / Exempted Products for Television Sets</u> (ISO Certified)
- 5. <u>Calibration of Electrical Instruments for External Customers</u> (ISO Certified)
- 6. <u>Calibration of Temperature Instruments for External Customers</u> (ISO Certified)
- 7. <u>Energy Performance Testing of Omnidirectional Light Sources Using Sphere Photometry</u> (ISO Certified)
- 8. <u>Energy Performance Testing of Omnidirectional Light Sources Using Gonio Photometry</u> (ISO Certified)
- Energy Performance Testing of Directional Light Sources Using Gonio Photometry (ISO Certified)
- 10. Energy Performance Testing of Air Conditioners (ISO Certified)
- 11. Energy Performance Testing of Refrigerating Appliances (ISO Certified)
- 12. Energy Performance Testing of Clothes Washing Machines (ISO Certified)
- 13. Energy Performance Testing of Television Sets (ISO Certified)



Inspection of Generic Models / Exempted Products for Air Conditioners

Note: This process is ISO Certified.

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Of	fice or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Cla	assification:	Highly Technical Tran	nsaction		
	pe of ransaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Wi	ho May Avail:	Private companies, industries, academe, government institutions			
	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
1.	Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)				
2.	Filled out service OSMS website	request in ERTLS-	Client to fill out service request in ERTLS-OSMS website		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System). Note: a. Client registers to ERTLS- OSMS only once; b. If the client is already registered, skip this step, and proceed to	1.1. Assist client in ERTLS-OSMS registration. 1.2. Review and approve client registration	N / A	N / A	Lab. Tech II / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory Chief SRS, LATL

	Т			
client step no.				
2;				
c. The registration				
of the client to				
ERTLS-OSMS				
is beyond LATL				
control and is				
not included in				
the normal				
processing				
time;				
-				
d. Client may also				
bring the				
inspection				
sample for				
walk-in				
application but				
will also be				
instructed to				
register and				
request service				
through				
ERTLS-OSMS				
2. Request for	2.1 Receive the			
inspection by	request of client			
filling-out	through ERTLS-			
service request	OSMŠ.			
form through	2.2 Review the			
ERTLS-OSMS.	Service Request.			
211120 001110.	Click "approve" if			
Note:	there are no			
a.Client must	corrections on			
upload	the Service			
photo/media of	Request. Click			
<u>'</u>	•			Lab. Tech II / SRS I
inspection	"request for correction" if			/ SRS II /
sample/s.	there is a	N/A	4 Hours	Sr. SRS,
b.If ERTLS-				LATL
OSMS is not	correction on the			LAIL
working (i.e.,	Service Request.			
system	ERTLS-OSMS			
malfunction,	will notify the			
server down,	client to request			
etc.), LATL will	for order of			
revert to	payment.			
manual	ERTLS-OSMS			
receiving and	will notify the			
processing of	client to request			
inspection	for order of			
request/s.	payment.			

3. Request for Order of Payment (OoP) through ERTLS- OSMS.	3.1 Receive the request for OoP from client through ERTLS-OSMS. 3.2 Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). 3.3 Approve the BS and send it to the client's email	N/A		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL Sr. SRS / Supv. SRS / Chief SRS, LATL
4. Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.	4.1 Received e-mail from client. Search for the BS in COMS and create the OoP 4.2 Upload OoP through ERTS-	N/A		Accounting Division Sr. SRS / Supv. SRS,
5. Receive the OoP and pay service fee/s to DOE Treasury	OSMS 5.1 Verify client's payment through ERTLS-OSMS. 5.2 Approve the		4 Hours Note: There are cases where	LATL Collection Officer, Treasury Division
or Bank. Upload the proof of payment through ERTLS-OSMS.	service request.	Php 600.00 per model	client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Chief SRS, LATL
	5.3 Wait for the inspection sample/s to be delivered in DOE-LATL-AES.	The client is responsible for logistic arrangements and fees	Depends on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
6. Bring/send the inspection sample/s to DOE-LATL-AES.	6.1 Receive the inspection sample once delivered to DOE-LATL-AES. Process the	Corresponding fees should already have been paid in step 5.	Inspection of Air Conditioners – up to 5 units per 1 working day	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
Note:	request through ERTLS-OSMS and indicate the			

	,	
a.During the	start of	
schedule of	inspection and	
inspection,	the expected	
client may be	end date of the	
physically	service.	
available to	6.2 DOE-LATL-AES	
sign and	staff conducts	
conforme the		
	inspection by	
inspection	accomplishing	
form/s. or if the	inspection form/s	
client is not	and takes	
physically	photographs of	
available, he	the sample/s	
may receive	being inspected	
and sign the	6.3 DOE-LATL-AES	
inspection	staff compares	
form/s through	generic model to	
ERTLS-OSMS	its base model	
b.If client opts to	by conducting	
conduct	physical	
inspection		
outside DOE,	inspection to the	
1	actual base	
the client will	model brought	
bear all travel	by the client.	
expenses.	6.4 If generic model	
	is the same as	
	its base model,	
	the client will	
	sign and	
	conforme the	
	inspection forms.	
	mopodion formo.	
	Note: If found	
	not generic to	
	the base model,	
	DOE-LATL-AES	
	staff will inform	
	the client and	
	sign and	
	conforme the	
	form.	
	6.5 If the sample is	
	requested for	
	inspection of	
	exempted	
	product, DOE-	
	LATL-AES staff	
	verifies the	
	sample if it is	
	exempted or not.	

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	Note: If found not to be exempted, DOE-LATL-AES staff informs the client and signs and conforms the inspection form.			
7. Sign and conforme to the inspection form/s once the inspection is conducted.	7.1. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	7.2. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter	N / A	3 Working Days	Sr. SRS / Supv. SRS, LATL
	7.3. Review and sign the transmittal letter.		Jayo	Chief SRS / Director, LATL
	7.4. Upload the inspection report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the inspection report/s and transmittal letter are ready for download.			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
8. The client will receive the inspection report through ERTLS-OSMS.	N/A	N/A	N/A	N/A

Note: Monitor				
the request				
through				
ERTLS-OSMS				
or wait for the				
issuance /				
releasing of				
inspection				
report/s. The				
client may also call DOE-LATL-				
AES for				
updates on the				
status of				
service.				
9. Fill-out the				
customer				
satisfaction				
form and				
download the				
inspection				
report and transmittal				
letter in	N / A	N/A	N/A	N/A
ERTLS-OSMS				
then				
claim/retrieve				
the test				
sample/s at				
DOE-LATL-				
AES.				
Total Number of	Days		5 Working Days	
Total Number of	Days		5 Working Days	



Inspection of Generic Models / Exempted Products for Refrigerating Appliances

Note: This process is ISO Certified.

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical T	ransaction		
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Private companies, industries, academe, government institutions			
	CHECKLIST OF WHERE TO SECURE REQUIREMENTS			
Approved regist OSMS				
2. Filled out servi	•	Client to fill out service request in ERTLS-OSMS website		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System).	1.1. Assist client in ERTLS- OSMS registration.		NI / A	Lab. Tech II / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory
Note: a. Client registers to ERTLS- OSMS only once; b. If the client is already registered,	1.2. Review and approve client registration	N/A	N / A	Chief SRS, LATL

skip this step, and proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time; d. Client may also bring the inspection sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS				
2. Request for inspection by filling-out service request form through ERTLS-OSMS. Note: a. Client must upload photo/media of inspection sample/s. b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL	2.1 Receive the request of client through ERTLS-OSMS. 2.2 Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the	N/A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

will revert to manual receiving and processing of inspection request/s.	client to request for order of payment.			
3. Request for Order of Payment (OoP) through ERTLS- OSMS.	3.1 Receive the request for OoP from client through ERTLS-OSMS. 3.2 Prepare the Billing Statement (BS) through Collection Monitoring System (COMS).	N/A		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	3.3 Approve the BS and send it to the client's email			Sr. SRS / Supv. SRS / Chief SRS, LATL
4. Receive Billing Statement and request for OoP by replying "YES" to the	4.1 Received e- mail from client. Search for the BS in COMS and create the OoP	N/A		Accounting Division
e-mail received.	4.2 Upload OoP through ERTS-OSMS			Sr. SRS / Supv. SRS, LATL
5. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload	5.1 Verify the client's payment through ERTLS-OSMS.		4 Hours Note: There are cases where client is unable to pay at once after the	Collection Officer, Treasury Division
the proof of payment through ERTLS-OSMS.	5.2 Approve the service request.	Php 600.00 per model	approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Chief SRS, LATL

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	5.3 Wait for the inspection sample/s to be delivered in DOE-LATL-AES.	The client is responsible for logistic arrangements and fees	Depends on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
6. Bring/send the inspection sample/s to DOE-LATL-AES. Note: a. During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s. or if the client is not physically available, he may receive and sign the inspection form/s through ERTLS-OSMS b. If client opts to conduct inspection outside DOE, the client will bear all travel expenses.	6.1 Receive the inspection sample once delivered to DOE-LATL-AES. Process the request through ERTLS-OSMS and indicate the start of inspection and the expected end date of the service. 6.2 DOE-LATL-AES staff conducts inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected 6.3 DOE-LATL-AES staff compares generic model to its base model by conducting physical inspection to the actual base model brought by the client. 6.4 If generic model is the	Corresponding fees should already have been paid in step 5.	Inspection of Refrigerating Appliances – up to 5 units per 1 working day	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
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	same as its base model, the client will sign and conforme the inspection forms.			
	Note: If found not generic to the base model, DOE-LATL-AES staff will inform the client and sign and conforme the form.			
	6.5 If the sample is requested for inspection of exempted product, DOE-LATL-AES staff verifies the sample if it is exempted or not.			
	Note: If found not to be exempted, DOE-LATL-AES staff informs the client and signs and conforms the inspection form.			
7. Sign and conforme to the inspection form/s once the inspection is conducted.	7.1. Prepare the individual inspection report, summary matrix of individual inspection report, and transmittal letter.	N/A	3 Working Days	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

	,		T	
	7.2. Review and approve the individual inspection report, summary matrix of individual inspection report, and transmittal letter			Sr. SRS / Supv. SRS, LATL
	7.3. Review and sign the transmittal letter.			Chief SRS / Director, LATL
	7.4. Upload the inspection report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the inspection report/s and transmittal letter are ready for download.			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
8. The client will receive the inspection report through ERTLS-OSMS. Note: Monitor the request through ERTLS-OSMS or wait for the issuance / releasing of inspection report/s. The	N/A	N/A	N / A	N/A

client may also call DOE-LATL- AES for updates on the status of service.				
9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample/s at DOE-LATL-AES.	N/A	N/A	N / A	N/A
Total Number	of Days		5 Working Days	5



Inspection of Generic Models / Exempted Products for Clothes Washing Machines

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business
Who May Avail:	Private companies, industries, academe, government institutions

	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1	. Approved registration to ERTLS-	Client to register to ERTLS-OSMS website
	OSMS	(https://ertls-osms.doe.gov.ph/)
2	. Filled out service request in ERTLS-	Client to fill out service request in ERTLS-OSMS
	OSMS website	website

CLIENT STEPS	AGENCY ACTIONS	EES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System). Note: a. Client registers to ERTLS- OSMS only once; b. If the client is already registered, skip this step, and proceed to client step no. 2;	1.2 Review and approve client registration	N/A	N/A	Lab. Tech II / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory Chief SRS, LATL

	T			
c. The				
registration of				
the client to				
ERTLS-OSMS				
is beyond				
LATL control				
and is not				
included in the				
normal				
processing				
time;				
d. Client may				
also bring the				
inspection				
sample for				
walk-in				
application but				
will also be				
instructed to				
register and				
request				
service				
through				
ERTLS-OSMS				
2. Request for	2.1 Receive the			
inspection by	request of client			
filling-out	through ERTLS-			
service	OSMS.			
request form	2.2 Review the			
through	Service Request.			
ERTLS-	Click "approve" if			
OSMS.	there are no			
	corrections on the			
Note:	Service Request.			
a. Client must	Click "request for			
upload	correction" if there			Lab. Tech II /
photo/media of	is a correction on	NI / A	4 1 10	SRS I / SRS II /
inspection	the Service	N/A	4 Hours	Sr. SRS,
sample/s.	Request. ERTLS-			LATL
b.If ERTLS-	OSMS will notify			
OSMS is not	the client to			
working (i.e.,	request for order			
system	of payment.			
malfunction,				
server down,				
etc.), LATL will				
revert to				
manual				
receiving and				
processing of				
proceeding of				

inspection request/s.				
3 Request for Order of Payment (OoP) through ERTLS- OSMS.	3.1 Receive the request for OoP from client through ERTLS-OSMS. 3.2 Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). 3.3 Approve the BS and send it to the client's email	N/A		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL Sr. SRS / Supv. SRS / Chief SRS, LATL
4 Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.	4.1 Received e-mail from client. Search for the BS in COMS and create the OoP 4.2 Upload OoP through ERTS-OSMS	N/A		Accounting Division Sr. SRS / Supv. SRS, LATL
5 Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS- OSMS.	5.1 Verify client's payment through ERTLS-OSMS. 5.2 Approve the service request.	Php 600.00 per model	A Hours Note: There are cases where client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Collection Officer, Treasury Division Chief SRS, LATL
	5.3 Wait for the inspection sample/s to be	The client is responsible for logistic	Depends on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

		delivered in DOE- LATL-AES.	arrangements and fees		
6 Bring/send the inspection sample/s to DOE-LATL-AES. Note: a. During the schedule of inspection, client may be physically available to sign and conforme the inspection form/s. or if the client is not physically available, he may receive and sign the inspection form/s through ERTLS-OSMS b. If client opts to conduct inspection outside DOE, the client will bear all travel expenses.	6.3	Receive the inspection sample once delivered to DOE-LATL-AES. Process the request through ERTLS-OSMS and indicate the start of inspection and the expected end date of the service. DOE-LATL-AES staff conducts inspection by accomplishing inspection form/s and takes photographs of the sample/s being inspected DOE-LATL-AES staff compares generic model to its base model by conducting physical inspection to the actual base model brought by the client. If generic model is the same as its base model, the client will sign and conforme the inspection forms. Note: If found not generic to the base model, DOE-LATL-AES staff will inform the client and sign and conforme the form. If the sample is requested for	Corresponding fees should already have been paid in step 5.	Inspection of Clothes Washing Machines – up to 5 units per 1 working day	Lab. Tech II / SRS I / SRS, LATL

	inspection of			
	exempted			
	product, DOE-			
	LATL-AES staff			
	verifies the			
	sample if it is			
	exempted or not.			
	Note: If found not to be exempted, DOE-LATL-AES staff informs the client and signs and conforms the			
	inspection form.			
7 Sign and	7.1. Prepare the			
conforme to	individual			
the inspection	inspection report,			Lab. Tech II /
form/s once	summary matrix			SRS I / SRS II /
the inspection	of individual			Sr. SRS,
is conducted.	inspection report,			LATL
	and transmittal			
	letter.			
	7.2. Review and			
	approve the			
	individual			0000 / 0
	inspection report,			Sr. SRS / Supv.
	summary matrix			SRS,
	of individual			LATL
	inspection report,			
	and transmittal		0.14/2.5/2.5	
	letter	N/A	3 Working	Chief CDC /
	7.3. Review and sign		Days	Chief SRS /
	the transmittal			Director, LATL
	letter. 7.4. Upload the			LAIL
	inspection			
	report/s and			
	transmittal letter			
	to ERTLS-OSMS.			
	Client will be			Lab. Tech II /
	notified in the			SRS I / SRS II /
	ERTLS-OSMS			Sr. SRS,
	once the			LATL
	inspection			
	report/s and			
	transmittal letter			
	are ready for			
	download.			

Total Number	of Days	5	Working Days	
9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample/s at DOE-LATL-AES.	N/A	N/A	N/A	N/A
8. The client will receive the inspection report through ERTLS-OSMS. Note: Monitor the request through ERTLS-OSMS or wait for the issuance / releasing of inspection report/s. The client may also call DOE-LATL-AES for updates on the status of service.	N/A	N/A	N/A	N / A



Inspection of Generic Models / Exempted Products for Television Set

Note: This process is ISO Certified.

Inspection of generic models / exempted products are services related to Philippine Energy Labeling Program (PELP) rendered by LATL.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)				
Classification:	Highly Technical Transaction				
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business				
Who May Avail:	Private companies, industries, academe, government institutions				
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE			
Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)			
Filled out service request in ERTLS-OSMS website		Client to fill out service request in ERTLS-OSMS website			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System). Note: a. Client registers to ERTLS- OSMS only	1.1. Assist client in ERTLS-OSMS registration.	N/A	N/A	Lab. Tech II / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory
	1.2. Review and approve client registration			
once; b. If the client is already registered, skip this step, and proceed to client step no. 2;				Chief SRS, LATL

d.	The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the normal processing time; Client may also bring the inspection sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS Request for inspection by	2.1 Receive the request of client			
No.	filling-out service request form through ERTLS-OSMS.	through ERTLS-OSMS. 2.2 Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for order of payment.	N/A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
		request for OoP from	N/A		SRS II /

0.5	-P4-H			0000
3. Request for Order of Payment (OoP) through ERTLS-OSMS.	client through ERTLS-OSMS. 3.2 Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). 3.3 Approve the BS and send it to the client's email			Sr. SRS, LATL Sr. SRS / Supv. SRS / Chief SRS, LATL
4. Receive Billing Statement and request for OoP by replying "YES" to the e-	4.1 Received e-mail from client. Search for the BS in COMS and create the OoP 4.2 Upload OoP	N/A		Accounting Division
mail received.	through ERTS-OSMS			Sr. SRS / Supv. SRS, LATL
5. Receive the OoP and pay service fee/s to	5.1 Verify client's payment through ERTLS-OSMS.	Php 600.00 per model	4 Hours Note: There	Collection Officer, Treasury Division
DOE Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	5.2 Approve the service request.		are cases where client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Chief SRS, LATL
	5.3 Wait for the inspection sample/s to be delivered in DOE-LATL-AES.	The client is responsible for logistic arrangements and fees	Depends on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
6. Bring/send the inspection sample/s to DOE-LATL-AES.	6.1 Receive the inspection sample once delivered to DOE-LATL-AES. Process the request through ERTLS-OSMS and indicate the start of	Correspondin g fees should already have been paid in step 5.	Inspection of Television Sets – up to 5 units per 1 working day	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	inspection and the			

a. During the	expected end date		
schedule of	of the service.		
inspection,		-	
client may be	6.2 DOE-LATL-		
_	AES staff conducts		
physically	inspection by		
available to	accomplishing		
sign and	inspection form/s		
conforme the	and takes		
inspection	photographs of the		
form/s. or if	sample/s being		
the client is	inspected		
not physically	6.3 DOE-LATL-	-	
available, he	AES staff		
may receive			
and sign the	compares generic		
inspection	model to its base		
form/s through	model by		
ERTLS-	conducting		
OSMS	physical inspection		
	to the actual base		
b. If client opts to	model brought by		
conduct	the client.		
inspection	6.4 If generic		
outside DOE,	model is the same		
the client will	as its base model,		
bear all travel	the client will sign		
expenses.	and conforme the		
	inspection forms.		
	mopeoner remier		
	Note: If found not		
	generic to the base		
	model, DOE-LATL-		
	•		
	AES staff will		
	inform the client		
	and sign and		
	conforme the form.		
	6.5 If the sample is		
	requested for		
	inspection of		
	exempted product,		
	DOE-LATL-AES		
	staff verifies the		
	sample if it is		
	exempted or not.		
	Oxomptod of flot.		
	Note: If found not to		
	be exempted,		
	DOE-LATL-AES		
	staff informs the		
	client and signs		
	and conforms the		
	inspection form.		

7. Sign and	7.1.	Prepare the			
conforme to the		individual			
inspection		inspection			Lab. Tech II / SRS I /
form/s once the inspection is		report, summary matrix of			SRS II / Sr. SRS,
conducted.		individual			LATL
conducted.		inspection			
		report, and			
		transmittal letter.			
	7.2.	Review and			
		approve the			
		individual			
		inspection			
		report, summary			Sr. SRS / Supv. SRS,
		matrix of			LATL
		individual			
		inspection		0.14/2-21-22-22	
		report, and transmittal letter	N/A	3 Working	
	73	Review and sign		Days	
	7.5.	the transmittal			Chief SRS / Director,
		letter.			LATL
	7.4.	Upload the			
		inspection			
		report/s and			
		transmittal letter			
		to ERTLS-			
		OSMS. Client			Lab. Tech II / SRS I /
		will be notified in			SRS II / Sr. SRS,
		the ERTLS-			LATL
		OSMS once the			
		inspection			
		report/s and transmittal letter			
		are ready for			
		download.			

AES. Total Number of Day	/s	5 Wa	orking Days	
9. Fill-out the customer satisfaction form and download the inspection report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample/s at DOE-LATL-	N/A	N/A	N/A	N/A
8. The client will receive the inspection report through ERTLS-OSMS. Note: Monitor the request through ERTLS-OSMS or wait for the issuance / releasing of inspection report/s. The client may also call DOE-LATL-AES for updates on the status of service.	N/A	N/A	N/A	N/A



Calibration of Electrical Instruments for External Customers

Note: This process is ISO Certified.

Calibration work is conducted to accommodate external customers. Services offered are calibration of Digital Power Meter (1Watt to 20KW) (up to 20A), Digital Multimeter (up to 1000V AC/DC) (up to 20A AC/DC), and Resistance (up to $10G\Omega$).

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)		
Classification:	Highly Technical Tra	nsaction	
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business		
Who May Avail:	Private companies, industries, academe, government institutions		
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE	
Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)	
Filled out service requ OSMS website	est in ERTLS-	Client to fill out service request in ERTLS-OSMS website	
Dragoning for applied /	Diagon refer to the tab	lo of Toot Compley and Essa)	

Processing fee applies (Please refer to the table of Test Samples and Fees)

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and proceed to client step no. 2;	in registration to ERTLS- OSMS Note: If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, DOE- LATL-CIC will not process the service request and	N/A	N/A	Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory

c. The registration of the client to ERTLS-OSMS is beyond LATL control	decline from calibrating the equipment.		
and is not included in the normal processing time;	1.2. Review and approve the client registration		
d. Client may prefer to call beforehand to check if LATL can calibrate their equipment.			Chinf SDS
Client may also bring their equipment for walk-in application but			Chief SRS, LATL
will also be instructed to register and request service through			
ERTLS-OSMS			
Request calibration services by filling out service request form through ERTLS-OSMS	2.1 Receive the request of the client through ERTLS-OSMS		Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	2.2 Review the		
Note: a. Upload photos or videos of	service request. Click "Approve" if		
equipment to be calibrated. b. If ERTLS-	there are no corrections on the service	4 Hours	SRS I / SRS II / Sr. SRS / Supv.
OSMS is not working (i.e., system	request. Click "Request for Correction" if		SRS, LATL
malfunction, server down, etc.), LATL will	there are corrections on the service		
revert to	request.		

	, ,	EDTI O OOM		1	T1
	manual	ERTLS-OSMS			
	receiving and	will notify the			
	processing of	client to			
	calibration	request for			
	requests.	order of			
		payment.			
3.	Request for order of	3.1. Receive the			Lab. Tech II /
	payment (OoP)	request for			SRS I / SRS II /
	through ERTLS-	OoP from			Sr. SRS / Supv.
	OSMS	client through			SRS.
		ERTLS-			LATL
		OSMS.			
		3.2. Prepare the			
		Billing			Lab. Tech II /
		Statement (DS) through			SRS I / SRS II /
		(BS) through Collection			Sr. SRS / Supv.
					SRS,
		Monitoring			LATL
		System (COMS).			
		3.3. Approve the			Sr. SRS / Supv.
		BS and send it			SRS / Chief
		to the client's			SRS,
		email.			LATL
4	Receive Billing	4.1. Received e-		-	L/ (/ L
''	Statement and	mail from			
	request for OoP by	client. Search			
	replying "YES" to the	for the BS in			Accounting
	e-mail received.	COMS and			Division
		create the	N/A		
		OoP			
		4.2. Upload			Sr. SRS / Supv.
		OoP through			SRS,
		ERTS-OSMS			LATĹ
5.	Receive the OoP and	5.1 Verify client's	Please	4 Hours	
	pay service fee/s to	payment	refer to		Collection
	DOE Treasury or	through	the table	Note: There are	
	Bank. Upload the	ERTLS-OSMS	of Test	cases where	Officer, Treasury Division
	proof of payment		Samples	client is unable	TIGASULY DIVISION
	through ERTLS-		and Fees)	to pay at once	
	OSMS.	5.2 Approve the		after the	
		service		approval of	
		request		OoP, hence the	
				duration is	Chief SRS,
			N/A	beyond DOE's	LATL
				control. The	
				duration of the	
				process will	
				resume once	

	5.3 Wait for the equipment to arrive to LATL-CIC	Client to be responsibl e of logistic arrangem ents and fees	the payment has been made. Depending on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL
6. Bring/send equipment for calibration to DOE- LATL-CIC	6.1 Receive the equipment for calibration and conduct functionality check 6.2 Process the request through ERTLS-OSMS and indicate		4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL
	date of start of calibration and the expected end date of the service 6.3 Conduct Calibration	Correspon ding fees should have been paid already in step 5 according to the type of appliance / testing / calibration service requested	Electrical Instruments DPM – 1.5 Working Days (5 points per parameter) DMM – 1.5 Working Days (5 points per parameter) AC/DC Voltmeters – 1.5 Working Days (5 points per parameter) AC/DC AC/DC AC/DC AC/DC	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL

			points per parameter) Ohmmeter – 1.5 Working Days (5 points per parameter) Resistors – 1.5 Working Days (5 points per parameter) Clamp Meter – 1.5 Working Days (5 points per parameter) Clamp Meter – 1.5 Working Days (5 points per parameter)	
	6.4 Compute for measurement uncertainty		1 Working Day and 4 hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	6.5 Prepare calibration certificate		1 Working Day	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	6.6 Review and approve calibration certificate			Sr. SRS / Supv. SRS / Chief SRS, LATL
	6.7 Upload calibration certificate to ERTLS- OSMS. Client will be notified in the ERTLS- OSMS once the calibration certificate is ready for download.		1 Working Day	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
7. Wait for the completion of calibration services. Note:	N/A	N/A	N/A	N / A
Monitor the request through ERTLS-OSMS or wait for DOE-LATL's advice/notice for the	, , , , , , , , , , , , , , , , , , ,			

issuance / releasing of Calibration Certificate/s. The client may also call DOE-LATL for updates on the status of service.				
8. Fill out customer satisfaction form and download the Calibration Certificate in ERTLS-OSMS then claim/retrieve the calibrated equipment at LATL-CIC	N/A	N/A	N/A	N/A
Total Number of Days			6.5 Working Day	/s

SAMPLES	FEES
Calibration of Digital Power Meter (DPM)	Php 4,900.00
Calibration of each additional point for DPM	Php 350.00
Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution	Php 3,250.00 (5 points per parameter)
Calibration of each additional point for DMM	Php 200.00
Calibration of AC/DC Voltmeters	Php 1,950.00
Calibration of each additional point for AC/DC Voltmeters	Php 390.00
Calibration of AC/DC Ammeters	Php 2,100.00
Calibration of each additional point for AC/DC Ammeters	Php 420.00
Calibration of Ohmmeter	Php 1,950.00
Calibration of each additional point for Ohmmeter	Php 390.00
Calibration of Resistors	Php 1,350.00
Calibration of each additional point for Resistors	Php 300.00
Calibration of Clamp Meters	Php 2,050.00
Calibration of each additional point for Clamp Meter	Php 410.00

Note: Electrical calibration – 5 points per parameter



Calibration of Temperature Instruments for External Customers

Note: This process is ISO Certified.

Calibration work is conducted to accommodate external customers. Services offered are calibration of Platinum Resistance Thermometer (-10 to 420°C), Resistance Temperature Device (-10 to 420°C) and Thermocouple K, J, T, R, L, N.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Trar	nsaction		
Type of Transaction:	Government-2-Citize Business	n, Governme	nt-2-Government	, Government-2-
Who May Avail:	Private companies, ir	ndustries, aca	ademe, governme	nt institutions
CHECKLIST OF REQUIR	EMENTS	WHERE TO	SECURE	
Approved registration to	ERTLS-OSMS	_	ister to ERTLS-O -osms.doe.gov.ph	
Filled out service reque website		OSMS webs		st in ERTLS-
Processing fee applies (F	Please refer to the table	le of Test San	nples and Fees)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL control and is	1.1. Assist client in registration to ERTLS-OSMS Note: If a client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, DOE-LATL-CIC will not process the service	N/A	N/A	Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory

not included in the normal processing time; d. Client may prefer to call beforehand to check if LATL can calibrate their	request and decline from calibrating the equipment. 1.2. Review and		
equipment. Client may also bring their equipment for walk- in application but will also be instructed to register and request service through ERTLS-OSMS	approve the client registration		Chief SRS, LATL
Request calibration services by filling out service request form through ERTLS- OSMS	2.1 Receive the request of the client through ERTLS-OSMS		Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
Note: a. Upload photos or videos of equipment to be calibrated. b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of calibration requests.	2.2 Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request. ERTLS-OSMS will notify the client to request for order of payment.	4 Hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
Request for order of payment (OoP) through ERTLS-OSMS	3.1. Receive the request for OoP from client through ERTLS-OSMS.		Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	3.2. Prepare the Billing Statement		Lab. Tech II / SRS I / SRS II /

		(BS) through			Sr. SRS / Supv.
		Collection			SRS,
		Monitoring			LATL
		System			
		(COMS).			Cr. CDC / C
		3.3. Approve the BS and send it			Sr. SRS / Supv. SRS / Chief
		to the client's			SRS,
		email.			LATL
4.	. Receive Billing	4.1. Received e-			
	Statement and	mail from			
	request for OoP by	client.			
	replying "YES" to	Search for			Accounting
	the e-mail received.	the BS in	N1 / A		Division
		COMS and create the	N/A		
		OoP			
		4.2. Upload			Sr. SRS / Supv.
		OoP through			SRS,
		ERTLS-OSMS			LATL
5.	Receive the OoP	5.1. Verify	Please	4 Hours	
	and pay service	client's	refer to the table	Note: There	Collection
	fee/s to DOE Treasury or Bank.	payment through	of Test	are cases	Officer,
	Upload the proof of	ERTLS-OSMS	Samples	where client is	Treasury Division
	payment through		and Fees	unable to pay	
	ERTLS-OSMS.	5.2. Approve the		at once after	
		service		the approval of	
		request		OoP, hence the duration is	
				beyond DOE's	
				control. The	Chief SRS,
			N/A	duration of the	LATL
				process will	
				resume once	
				the payment	
				has been made.	
		5.3. Wait for the	Client to	maue.	
		equipment to	be		
		arrive to LATL-	responsibl		Lab. Tech II /
		CIC	e of	Depending on	SRS I / SRS II / Sr. SRS, Supv.
			logistic	the client	SRS,
			arrangem		LATL
			ents and fees		
6.	Bring/send	6.1. Receive the	1003		Lab. Tech II /
0.	equipment for	equipment for	Correspon	4.115	SRS I / SRS II /
	1-1	calibration and	ding fees	4 Hours	Sr. SRS, Supv.
		conduct	should		SRS,

calibration to DOE- LATL-CIC	functionality check 6.2. Process the request through ERTLS-OSMS and indicate date of start of calibration and the expected end date of the service	have been paid already in step 5 according to the type of appliance / testing / calibration service requested		LATL
	6.3. Conduct Calibration		Temperature Instruments PRT – 2 Working Days per 5 points RTD – 2 Working Days per 5 points LIG – 2 Working Days per 5 points Thermocou ple – 2 Working Days per 5 points	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL
	6.4. Compute for measurement uncertainty		1 Working Day and 4 hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	6.5. Prepare calibration certificate		1 Working Day	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	6.6. Review and approve calibration certificate			Sr. SRS / Supv. SRS / Chief SRS, LATL
	6.7. Upload calibration certificate to ERTLS- OSMS. Client will be notified in the ERTLS- OSMS once the calibration		1 Working Day	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL

	certificate is ready for download.			
7. Wait for the completion of calibration services.				
Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call DOE-LATL for updates on the status of service.	N/A	N/A	N/A	N/A
8. Fill out customer satisfaction form and download the Calibration Certificate in ERTLS-OSMS then claim/retrieve the calibrated equipment at LATL-CIC	N/A	N/A	N/A	N/A
Total Number of Days			7 Work	ing Days

SAMPLES	FEES
Calibration of Platinum Resistance Thermometer (PRT)	Php 4,900.00
Calibration of each additional temperature point for PRT	Php 980.00
Calibration of Liquid-in-Glass (LIG) Thermometer	Php 1,650.00
Calibration of each additional temperature point for Liquid-in-Glass (LIG)	Php 600.00
Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple	Php 1,950.00
Calibration of each additional temperature point	Php 390.00
Calibration of each additional point for Clamp Meter	Php 410.00

Note: Temperature calibration -5 points per parameter



Energy Performance Testing of Omnidirectional Light Sources Using Sphere Photometry

Note: This process is ISO Certified.

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Off	ice or Division:	Lighting and Appliance Testing Laboratory (LATL)		
Cla	ssification:	Highly Technical Transaction		
Тур	pe of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business		
Wh	o May Avail:		, appliance industry players, importers, academe, ons and other stakeholders	
CHECKLIST OF REQUIREMENTS		QUIREMENTS	WHERE TO SECURE	
1.	Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)	
2.	Filled out service request in ERTLS- OSMS website		Client to fill out service request in ERTLS-OSMS website	
6	! . //	Dia	la af Taat Caraniaa and Faca balann	

Processing fee applies (Please refer to the table of Test Samples and Fees below)

1 Tocessing fee applies (
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and	1.1. Assist client in registration to ERTLS-OSMS Note: When a client brings their sample(s) for walkin application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, DOE-	N/A	N/A	Lab. Tech II / SRA/SRS I/SRS II, Lighting and Appliance Testing Laboratory

		LATLIOD			
	proceed to client	LATL-LOD will			
	step no. 2;	reject the service			
	c. The registration	request. The client			
	of the client to	may submit a new			
	ERTLS-OSMS is	request once they			
	beyond LATL	have rectified and			
	control and is not	resubmitted the			
	included in the	defective			
	normal	sample(s).			
	processing time.	1.2. Review and			
	d. For special cases	approve the			
	of testing, clients	Client			
	may prefer to call	Registration			
	beforehand to				
	check if LATL can				
	render the				
	service. Client				
	may also bring				Chief SRS,
	the test sample				LATL
	for walk-in				
	application but				
	will also be				
	instructed to				
	register and				
	request service				
	through ERTLS-				
	OSMS.				
2.		2.1. Receive the			Lab. Tech II /
	Performance Testing	request of the			SRA/SRS I/SRS
	of Lighting Products	client through			II/ Sr.
	and other Electrical	ERTLS-OSMS			SRS/Supv.
	Devices by				SRS, LATL
	submitting a Service	2.2. Review the			0.110, <u>2.112</u>
	Request by filling out	Service			
	the Service Request	Request. Click			
	Form (SRF) through	"approve" if			
	ERTLS-OSMS.	there are no			
		corrections on			
	Note:	the Service	N1/ 2	4.1.	
	c. Upload photos or	Request. Click	N/A	4 Hours	004/000
	videos of	"request for			SRA/SRS I/SRS
	equipment to be	correction" if			II, Sr. SRS/
	tested.	there is a			Supv.
	d. If ERTLS-OSMS	correction on			SRS,LATL
	is not working	the Service			
	(i.e., system	Request.			
	malfunction,	ERTLS-OSMS			
	server down,	will notify the			
	etc.), LATL will	client to			
	revert to manual	request for			
	receiving and	104000101			
		l l		I	

	1	Ι		
processing of	order of			
service requests.	payment			
Request for order of payment (OoP) through ERTLS-OSMS	3.1. Receive the request for OoP from client through ERTLS-OSMS. 3.2. Prepare the Billing Statement			Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv.
	(BS) through Collection Monitoring System (COMS). 3.3. Approve the	N/A		SRS, LATL Sr. SRS/Supv.
	BS and send it to the client's email.			SRS/Chief SRS, LATL
4. Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.	4.1. Received e- mail from client. Search for the BS in COMS and create the OoP	N/A		Accounting Division
	4.2 Upload OoP through ERTLS-OSMS			Sr. SRS/Supv. SRS, LATL
5. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment	5.1. Verify payment through ERTLS-OSMS	Please refer to the table of Test Samples and Fees below)	4 Hours Note: There are cases where client is unable	Collection Officer, Treasury Division
through ERTLS- OSMS.	5.2. Approve the service request	N/A	to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Chief SRS, LATL
	5.3. Wait for the test sample to arrive at	The client is responsible for arranging and covering	Depending on the client	Lab. Tech II / SRA/SRS I/SRS II, Sr.

		LATL-LOD Test Facility	the costs of logistics.		SRS/Supv. SRS, LATL
6.	Bring/send test samples to DOE-LATL-LOD Test Facility Note: Clients can choose to send their test sample(s) to the DOE-LATL-LOD Test facility by either physical delivery or using a courier service			Electrical and Photometric Characteristic s of	
				Omnidirection al light sources zero ageing – 1 Working Day/ Sample • Electrical and Photometric Characteristic s of Omnidirection al light sources initial	

reading test
with 100
hours ageing
– 5 Working
Days/Sample;
25 Calendar
Days/Batch of
20
• 2,000 hours
Lumen
Maintenance
test for
fluorescent
lamps – 111
Calendar
Days/Batch of
20
Life Test for
fluorescent
lamps – 293
Calendar
Days/Batch of
20 (Note: The
duration of
the test is
based on the
rated lamp life
declared by
the client)
• Endurance
Test – Supply
Switching
Test (SST) –
13-28
Calendar
Days/Batch of
10 (Note: No.
of days is
dependent on
the rated life
of the test
sample)
Endurance
Test-
Temperature
Cycling Test
(TCT) – 52
Working
Days/Batch of
10
LED Lamps
Lumen
Maintenance
– 177 to 270
Calendar

	6.4. Prepare and		Days/Batch of 20 (Note: No. of days is dependent on the Rated Lamp Life) Electrical Measurements (Other Electrical Devices) – 1 Working Day/Sample	Lab. Tech II/ SRA/SRS I/SRS
	generate Test Report/s 6.5. Review and Approve Test Report/s, and prepares transmittal letter		1 Working Day	Sr. SRS/Supv. SRS, LATL
	6.6. Approve and sign the transmittal letter 6.7. Upload test			Chief SRS/ Director, LATL
	report and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the test report and transmittal letter are ready for download		1 Working Day and 4 Hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
7. The client will receive the test report through ERTLS-OSMS. Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL-LOD section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-LOD	N/A	N/A	N/A	N/A

section for updates on the status of service.				
8. Fill out the Customer Satisfaction Form (CSF) and download the Test Report in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL- LOD	N/A	N/A	N/A	N/A
Performance	e Tests	Total Number of Days		
Electrical and photometric characteristics of Omni-directional light sources zero ageing		5	Working Days/Sa	mple
Electrical and photometric characteristics of Omni-directional light sources initial rating test with 100 hours ageing		9 Calendar Days/Sample 29 Calendar Days/Batch of 20		
2,000 hours lumen maintenance test for fluorescent lamps/Batch of 20		115 Calendar Days/Batch of 20		
Life Test for Fluorescent Lamps		297 Calendar Days/Batch Note: The total number of days duration is based on the rated lamp life declared by the client.		
Endurance Test – Supply Switching Test (SST)/Batch of 10		17 to 32 Calendar Days/Batch Note: No. of days is dependent on the rated life of the test sample		
Endurance Test – Temperature Cycling Test (TCT)/Batch of 10		56 Calendar Days/Batch		Batch
LED lamps lumen maintenance/Batch of 20			274 Calendar Da ays is dependent	
Electrical Measurements (Other Electrical Devices)		5	Working Days/Sa	mple

SAMPLES	FEES
Sphere Photometry/Lighting Products and Other Devices	Php 740.00/ sample
Electrical Measurement	Php 440.00/ Batch
Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch

Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
	•
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Photometric with Ageing–	Php 10,500.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch
23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test-	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



Energy Performance Testing of Omnidirectional Light Sources Using Gonio Photometry

Note: This process is ISO Certified.

Office or Division:

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Lighting and Appliance Testing Laboratory (LATL)

Classi	ification:	Highly Technical Transaction		
Туре	of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business		
Who N	/lay Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders		
CHECKLIST OF REQUIREMENTS		QUIREMENTS	WHERE TO SECURE	
Approved registration to ERTLS-OSMS		to ERTLS-OSMS	Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)	
Filled out service request in ERTLS- OSMS website		est in ERTLS-	Client to fill out service request in ERTLS-OSMS	

Processing fee applies (Please refer to the table of Test Samples and Fees below)

CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
	ACTIONS	PAID	TIME	RESPONSIBLE
OSMS (Energy Research and Testing Laboratory Services –	1.1. Assist client in registration to ERTLS-OSMS Note: When a client brings their sample(s) for walkin application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, DOE-	N/A	N/A	Lab. Tech II / SRA/SRS I/SRS II, Lighting and Appliance Testing Laboratory

ERTLS-OSMS is beyond LATL control and is not included in the normal processing time.	reject the service request. The client may submit a new request once they have rectified and resubmitted the			
d. For special cases	defective			
of testing, clients may prefer to call	sample(s). 1.2. Review and			
beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but	approve the Client Registration			Chief SRS, LATL
will also be instructed to register and request service through ERTLS-OSMS.				
Request for Energy Performance	2.1. Receive the request of the			Lab. Tech II / SRA/SRS I/SRS
Testing of Lighting	client through			II/ Sr. SRS/Supv.
Products and other	ERTLS-OSMS			SRS, LATL
Electrical Devices	2.2. Review the			
by submitting a Service Request by	Service			
filling out the	Request. Click "approve" if			
Service Request	there are no			
Form (SRF) through	corrections on			
ERTLS-OSMS.	the Service			
N. 4	Request. Click			
Note:	"request for correction" if	N/A	4 Hours	
a. Upload photos or videos of	there is a	IN/A	4 Hours	SRA/SRS I/SRS
equipment to be	correction on			II, Sr. SRS/ Supv.
tested	the Service			SRS,LATL
b. If ERTLS-OSMS	Request.			
is not working	ERTLS-OSMS			
(i.e., system malfunction,	will notify the client to			
server down,	request for			
etc.), LATL will	order of			
revert to manual	payment			
receiving and	_			
processing of				
service requests.				

3. Request for order of payment (OoP) through ERTLS-OSMS	3.4. Receive the request for OoP from client through ERTLS-OSMS. 3.5. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS).	N/A		Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL
	3.6. Approve the BS and send it to the client's email.			Sr. SRS/Supv. SRS/Chief SRS, LATL
4. Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.	4.1. Received e-mail from client. Search for the BS in COMS and create the OoP	N/A		Accounting Division
	4.2. Upload OoP through ERTLS-OSMS			Sr. SRS/Supv. SRS, LATL
5. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment	5.1. Verify payment through ERTLS-OSMS	Please refer to the table of Test Samples and Fees below)	4 Hours Note: There are cases where client is unable to	Collection Officer, Treasury Division
through ERTLS- OSMS.	5.2. Approve the service request	N/A	pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Chief SRS, LATL
	5.3. Wait for the test sample to arrive at LATL-LOD Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL

6. Bring/send test	6.1. Receive the			
samples to DOE- LATL-LOD Test	Test sample(s)			
Note: Clients can choose to send their test sample(s) to the DOE-LATL-LOD Test facility by either physical delivery or using a courier service.	Note: DOE-LATL-LOD will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s) 6.2. Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the	Corresponding fees should already have been paid in step 5 according to the type of appliance/ testing/service requested	4 Hours	Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL
	service 6.3. Conduct Test Request		Electrical and Photometric Characteristics of Omnidirectional light sources zero ageing – 1 Working Day/ Sample Electrical and Photometric Characteristics of Omnidirectional light sources initial reading test with 100 hours ageing – 5 Working Days/Sample;	

	25 Calendar
	Days/Batch of
	20
	• 2,000 hours
	Lumen
	Maintenance
	test for
	fluorescent
	lamps – 111
	Calendar
	Days/Batch of
	20
	Life Test for
	fluorescent
	lamps – 293
	Calendar
	Days/Batch of
	20 (Note: The
	duration of the
	test is based on
	the rated lamp
	life declared by
	the client)
	Endurance Test
	- Supply
	Switching Test
	(SST) – 13-28
	Calendar
	Days/Batch of
	10 (Note: No. of
	days is
	dependent on
	the rated life of
	the test
	sample)
	• Endurance
	Test-
	Temperature
	Cycling Test
	(TCT) – 52
	Working
	Days/Batch of
	10
	LED Lamps
	Lumen
	Maintenance –
	177 to 270
	Calendar
	Days/Batch of
	20 (Note: No. of
	days is
	dependent on
	the Rated
	Lamp Life)
<u> </u>	

	6.4. Prepare and generate Test Report/s		Electrical Measurements (Other Electrical Devices) – 1 Working Day/Sample 1 Working Day	Lab. Tech II/ SRA/SRS I/SRS II
	6.5. Review and Approve Test Report/s, and prepares transmittal letter			Sr. SRS/Supv. SRS, LATL
	6.6. Approve and sign the transmittal letter			Chief SRS/ Director, LATL
	6.7. Upload test report and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the test report and transmittal letter are ready for download		1 Working Day and 4 Hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
7. The client will receive the test report through ERTLS-OSMS. Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL-LOD section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-LOD section for updates on the status of service.	N/A	N/A	N/A	N/A
8. Fill out the Customer Satisfaction Form (CSF) and download the Test Report in	N/A	N/A	N/A	N/A

ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL-LOD	
Performance Tests	Total Number of Days
Electrical and photometric characteristics of Omnidirectional light sources zero ageing	5 Working Days/Sample
Electrical and photometric characteristics of Omnidirectional light sources initial rating test with 100 hours ageing	9 Calendar Days/Sample 29 Calendar Days/Batch of 20
2,000 hours lumen maintenance test for fluorescent lamps/Batch of 20	115 Calendar Days/Batch of 20
Life Test for Fluorescent Lamps	297 Calendar Days/Batch Note: The total number of days duration is based on the rated lamp life declared by the client.
Endurance Test – Supply Switching Test (SST)/Batch of 10	17 to 32 Calendar Days/Batch Note: No. of days is dependent on the rated life of the test sample
Endurance Test – Temperature Cycling Test (TCT)/Batch of 10	56 Calendar Days/Batch
LED lamps lumen maintenance/Batch of 20	181 to 274 Calendar Days/Batch Note: No. of days is dependent on the Rated Lamp Life
Electrical Measurements (Other Electrical Devices)	5 Working Days/Sample

SAMPLES	FEES
Gonio Photometry	Php 11,600.00/ sample
Electrical Measurement	Php 440.00/ Batch
Endurance Test – Temperature Cycling Test	Php 10,800.00/ Batch
Endurance Test – Supply Switching Test –	Php 2,200.00/ Batch
10W-22W LFL and CFL Life Test (1,900 hrs)	Php 11,580.00/Batch
10W-22W LFL and CFL Lumen Maintenance	Php 19,200.00/Batch
10W-22W LFL and CFL Life Test every next 1,000 hrs –	Php 2,200.00/Batch
10W-22W LFL and CFL Photometric with Ageing-	Php 10,500.00/Batch
23W-32W LFL and CFL Life Test (100 hrs) –	Php 7,720.00/Batch

23W-32W LFL and CFL Life Test (1,900 hrs)	Php 13,480.00/Batch
23W-32W LFL and CFL Lumen Maintenance	Php 21,200.00/Batch
23W-32W LFL and CFL Life Test every next 1,000 hrs –	Php 3,200.00/Batch
33W-40W LFL and CFL Life Test (100 hrs)	Php 7,800.00/Batch
33W-40W LFL and CFL Life Test (1,900 hrs)	Php 15,000.00/Batch
33W-40W LFL and CFL Lumen Maintenance	Php 22,800.00/Batch
33W-40W LFL and CFL Life Test every next 1,000 hrs	Php 4,000.00/Batch
Other Light Sources above 40W-100W @ 100 hrs Life Test	Php 8,400.00/Batch
Other Light Sources above 40W-100W @ 1,900 hrs Life Test	Php 26,400.00/Batch
Other Light Sources above 40W-100W Lumen Maintenance	Php 34,800.00/Batch
Other Light Sources above 40W-100W @ Life Test at every 1,000 hrs	Php 10,000.00/Batch
Other Light Sources above 100W-200W @ 100 hrs Life Test	Php 9,400.00/Batch
Other Light Sources above 100W-200W @ 1,900 hrs Life Test-	Php 45,400.00/Batch
Other Light Sources above 100W-200W Lumen Maintenance	Php 54,800.00/Batch
Other Light Sources above 100W-200W @ Life Test at every 1,000 hrs	Php 20,000.00/Batch



Energy Performance Testing of Directional Light Sources Using Gonio Photometry

Note: This process is ISO Certified.

Tests, among others, are conducted in support of the Philippine Energy Labelling Program (PELP) as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, the industry sector, academe, and government institutions. The testing covers either the photometric or electrical characteristics of the test samples or both the photometric and electrical characteristics of the test samples.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Who May Avail: Local manufacturers, appliance industry players, importers, academ government institutions and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)		
Filled out service request in ERTLS- OSMS website		Client to fill out service request in ERTLS-OSMS website		

Processing fee applies (Please refer to the table of Test Samples and Fees below)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and proceed to client step no. 2; c. The registration of the client to	1.1. Assist client in registration to ERTLS-OSMS Note: When a client brings their sample(s) for walkin application, our staff will inspect them to ensure they are suitable for testing. If any indications of mishandling or other factors that could impact the test's accuracy are detected, DOE-LATL-LOD will	N/A	N/A	Lab. Tech II / SRA/SRS I/SRS II, Lighting and Appliance Testing Laboratory

	ERTLS-OSMS is beyond LATL control and is not included in the normal processing time; d. For special cases of testing, client may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS.	reject the service request. The client may submit a new request once they have rectified and resubmitted the defective sample(s). 1.2. Review and approve the Client Registration			Chief SRS, LATL
2.	Request for Energy Performance Testing of Lighting Products and other Electrical Devices by submitting a Service Request by filling out the Service Request Form (SRF) through ERTLS-OSMS. Note: a. Upload photos or videos of equipment to be tested b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of service requests.	2.1. Receive the request of the client through ERTLS-OSMS 2.2. Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for order of payment	N/A	4 Hours	Lab. Tech II / SRA/SRS I/SRS II/ Sr. SRS/Supv. SRS, LATL SRS II, Sr. SRS/ Supv. SRS,LATL

Request for ord payment (OoP) through ERTLS OSMS	3.2.	Receive the request for OoP from client through ERTLS-OSMS. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). Approve the BS and send it to the client's	N/A		Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL Sr. SRS/Supv. SRS/Chief
4. Receive Billing	4.1.	email. Received e-			SRS, LATL
Statement and request for Ool replying "YES" e-mail received	o by to the	mail from client. Search for the BS in COMS and create the OoP	N/A		Accounting Division
	4.2	Upload OoP through ERTLS-OSMS			Sr. SRS/Supv. SRS, LATL
5. Receive the Oo pay service feed DOE Treasury of Bank. Upload the proof of paymenthrough ERTLS OSMS.	s to or ne nt	Verify payment through ERTLS-OSMS	 Gonio Photometry – Php 11,600.00/ Sample Electrical Measuremen t - Php 440.00/ Batch 	4 Hours Note: There are cases where client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The	Collection Officer, Treasury Division
		Approve the service request	N/A	duration of the process will resume once the payment has been made.	Chief SRS, LATL
	5.3.	Wait for the test sample to arrive at LATL-LOD Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL

sam LAT Fac No Cli to sal DC Te ph usi	•	6.1. Receive the Test sample(s) Note: DOE-LATL-LOD will examine the received test sample(s) to confirm their suitability for testing. If any signs of mishandling or other factors that could influence the accuracy of the test are identified, the client will be notified promptly to submit a new test sample(s) 6.2. Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service 6.3. Conduct the Test Request	Corresponding fees should already have been paid in step 5 according to the type of appliance/ testing/service requested	Electrical and Photometric Characteristics of Directional light sources – 1 Working Day/ Sample Electrical Measurements (Other Electrical Devices) – 1 Working Day/	Lab. Tech II / SRA/SRS I/SRS II, Sr. SRS/Supv. SRS, LATL
		6.4. Prepare and		Working Day/ Sample	Lab. Tech II/ SRA/SRS
		generate Test Report/s 6.5. Review and Approve Test		1 Working Day 1 Working Day and 4 Hours	I/SRS II Sr. SRS/Supv.
		Report/s, and		and 4 Hours	SRS,

	prepares transmittal letter			LATL
	6.6 Approve and sign the transmittal letter			Chief SRS/ Director, LATL
	6.7 Upload test report and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the test report and transmittal letter are ready for download			SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
7. The client will receive the test report through ERTLS-OSMS. Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL-LOD section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-LOD section for updates on the status of service.	N/A	N/A	N/A	N/A
8. Fill out the Customer Satisfaction Form (CSF) and download the Test Report in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL- LOD	N/A	N/A	N/A	N/A
Performance Tests		Total Number of Days		
Electrical and photometric characteristics of Directional light sources zero ageing		5 Working Days/Sample		

Electrical and photometric characteristics luminaires	5 Working Days/Sample
Electrical and photometric characteristics Roadway/Streetlights	5 Working Days/Sample
Electrical and photometric characteristics of Floodlights/ Parabolic Reflectorized Reflector (PAR) lamps	5 Working Days/Sample
Electrical Measurements (Other Electrical Devices)	5 Working Days/Sample



Energy Performance Testing of Air Conditioners

Note: This process is ISO Certified.

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Off	fice or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Cla	assification:	Highly Technical Tra	Highly Technical Transaction		
Ту	pe of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Wh	Who May Avail: Local manufacturers, appliance industry players, importers, academed government institutions and other stakeholders				
	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.	Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)		
2.	Filled out service requ	est in ERTLS-	Client to fill out service request in ERTLS-OSMS		
	OSMS website	-	website		

Processing fee applies (Please refer to Client Step #5)								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE				
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is	 1.1. Assist client in registration to ERTLS-OSMS Note: For special cases of testing, client may prefer to call beforehand to check if LATL can render the service 1.2. Review and approve the Client Registration 	N/A	N/A	Lab. Tech II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory Chief SRS, LATL				

beyond LATL control and is not included in the normal processing time. d. For special cases of testing, clients may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS-				
OSMS. 2. Request testing service by filling-out service request form through ERTLS-OSMS.	2.1. Receive the request of the client through ERTLS-OSMS			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
Note: a. Client must upload photo/media of test sample/s b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of service requests.	2.2. Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for order of payment	N/A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
Request for order of payment (OoP) through ERTLS-OSMS	3.1. Receive the request for OoP from client through	N/A		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

			EDTI C			
			ERTLS- OSMS.			
			Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). Approve the			Sr. SRS / Supv.
			BS and send it to the client's email.			SRS / Chief SRS, LATL
4.	Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.	4.1.	Received e- mail from client. Search for the BS in COMS and create the OoP	N/A		Accounting Division
		4.2.	Upload OoP through ERTLS-OSMS			Sr. SRS/Supv. SRS, LATL
5.	Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	5.1.	Verify payment through ERTLS-OSMS	Testing of Air Conditioner (Full load) Php 12,400.00 Testing of Air Conditioner (Half load) Php 12,400.00	4 Hours Note: There are cases where client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The	Collection Officer, Treasury Division
			Approve the service request	N/A	duration of the process will resume once the payment has been made.	Chief SRS, LATL
		5.3.	Wait for the test sample to arrive at LATL-AES Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

		T	T	,
6. Bring/send test	6.1. Receive the		Testing of Air Candition are	
samples to DOE-	Test		Conditioners – 1 unit per 1	
LATL-AES Test	sample(s)		working day	
Facility	once delivered		(fixed type)	
	to DOE-LATL-		Testing of Air	
Note:	AES		Conditioners- 1	
 a. Client shall 	6.2. Process the		unit per 2	
ensure that the	request		working days	
delivered test	through		(variable type)	
sample/s is	ERTLS-OSMS			
working properly	and indicate			
b. DOE-LATL-AES	the date of			
is not liable for	start of testing			Lab. Tech II / SRS
any damage on	and the			I/SRS II/
test sample/s	expected end			Sr. SRS,
during logistics.	date of the			LATL
	service			
	6.3. Conduct of	1		
	energy			
	performance			
	test/s			
		Correspondin		
	Note: For split type	g fees should		
	air conditioner, the	already have		
	client shall bring	been paid in step 5		
	their own technician	according to		
	to install the unit in	the type of		
	DOE-LATL-AES.	appliance/		
	6.4. Prepare the	testing/servic	Testing of Air	Lab. Tech II / SRS
	test report/s	e requested	Conditioners –	I/SRS II/
	and transmittal		1 unit per 1	Sr. SRS,
	letter.		· ·	LATL
			working day	LATE
	6.5. Review and			
	approve the			0.050/
	test report/s		1 Working Day	Sr. SRS /
	and review			Supv. SRS,
	transmittal			LATL
	letter.			
	6.6 Review and			Chief SRS/
	sign the		1 Working Day	Director,
	transmittal			LATL
	letter			
	6.7 Upload test			
	report/s and			Lab. Tech II / SRS
	transmittal			I/SRS II/
	letter to		4 Hours	Sr. SRS /
	ERTLS-OSMS.			Supv. SRS,
	Client will be			LATL
	notified in the			
	ERTLS-OSMS			

	once the test report and transmittal letter are ready for download			
7. The client will receive the test report through ERTLS-OSMS.				
Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL-AES section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-AES section for updates on the status of service.	N/A	N/A	N/A	N/A
8. Fill out the Customer Satisfaction Form (CSF) and download the test report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL- AES	N/A	N/A	N/A	N/A
Performance Tests		Total Number of Days		
Air Conditioner (fixed speed)			5.5 Working Da	ays
Air Conditioner (variable sp	peed)		6.5 Working Da	ays



Energy Performance Testing of Refrigerating Appliances

Note: This process is ISO Certified.

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
CHECKLIST OF REQUIREMENTS WHERE TO SEC				
CHECKLIST OF RE	QUIREMENTS		WHERE TO SEC	URE
CHECKLIST OF RE Approved registration to			where to sec egister to ERTLS os://ertls-osms.do	-OSMS website
	o ERTLS-OSMS	(http	egister to ERTLS	-OSMS website
Approved registration to Filled out service reque	o ERTLS-OSMS est in ERTLS-OSMS	(http Client to fill c	egister to ERTLS os://ertls-osms.do out service reques website	-OSMS website e.gov.ph/) t in ERTLS-OSMS

Processing fee applies (Please refer to the table of Test Samples and Fees below)					
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL	 1.1. Assist client in registration to ERTLS-OSMS Note: For special cases of testing, client may prefer to call beforehand to check if LATL can render the service 1.2. Review and approve the Client Registration 	N/A	N/A	Lab. Tech II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory Chief SRS, LATL

	control and is not included in the normal processing time. d. For special cases of testing, clients may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS.				
2.	Request testing service by filling-out service request form through ERTLS-OSMS. Note: a. Client must upload photo/media of test sample/s b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of service requests.	2.1. Receive the request of the client through ERTLS-OSMS 2.2. Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for order of payment	N/A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
3.	Request for order of payment (OoP) through ERTLS-OSMS	3.1. Receive the request for OoP from client through ERTLS-OSMS.	N/A		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

	3.2. Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). 3.3. Approve the BS and send it to the client's email.			Sr. SRS / Supv. SRS / Chief SRS, LATL
4. Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.	4.1. Received e-mail from client. Search for the BS in COMS and create the OoP 4.2 Upload OoP through	N/A		Accounting Division Sr. SRS/Supv. SRS, LATL
5. Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the proof of payment through ERTLS-OSMS.	5.1. Verify payment through ERTLS-OSMS	Testing of Refrigerator Complete Test Php 24,000.00 Testing of Refrigerator Partial Test Php 14,200.00 Ice Making Test (Optional) Php 10,000.00 Freezing Capacity (Optional) Php 10,000.00	4 Hours Note: There are cases where client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Collection Officer, Treasury Division
	5.2. Approve the service request	N/A		Chief SRS, LATL
	5.3. Wait for the test sample to arrive at LATL-AES Test Facility	The client is responsible for arranging and	Depending on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

_		1				
				covering the		
				costs of		
				logistics.		
6.	6. Bring/send test samples to DOE-LATL-AES Test Facility Note: a. Client shall ensure that the delivered test sample/s is working properly. b. DOE-LATL-AES is not liable for any damage on test sample/s during logistics.	6.2. Prestra a trestra a e d sr	Receive the Test sample(s) once delivered to DOE-LATL-AES Process the equest shrough ERTLS-OSMS and indicate the date of start of testing and the expected end late of the service Conduct of energy performance test/s	Correspondin g fees should	 Refrigerator storage temperature test – 1 Unit- 10 working days. Refrigerator energy consumption test – 1 unit- 18 working days. Refrigerator freezing capacity test – 1 unit- 5 working days. Refrigerator icemaking test – 1 unit- 5 working days. 	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
		te a	Prepare the est report/s and transmittal etter.	already have been paid in step 5 according to the type of appliance/ testing/servic	Testing of Refrigerator— 1 working day per unit per type of test	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
		6.5. Review and approve the test report/s and review transmittal letter.	approve the est report/s and review ransmittal	e requested	1 Working Day	Sr. SRS / Supv. SRS, LATL
			Review and sign the transmittal letter		1 Working Day	Chief SRS/ Director, LATL
		re tr le E C w ir	Jpload test eport/s and ransmittal etter to ERTLS- DSMS. Client vill be notified in the ERTLS- DSMS once the test report		4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL

	and transmittal letter are ready for download			
7. The client will receive the test report through ERTLS-OSMS.				
Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL-AES section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-AES section for updates on the status of service.	N/A	N/A	N/A	N/A
8. Fill out the Customer Satisfaction Form (CSF) and download the test report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL- AES	N/A	N/A	N/A	N/A
Performance	e Tests		Total Number of	Days
Refrigerator (Energy Cons Load Processing)	umption Test and	22.5 Working Days		
Refrigerator (Storage Temperature Test)		14.5 Working Days		
Refrigerator (with Freezing Capacity Test)		9.5 Working Days		
Refrigerator (with Ice-Making Test)		9.5 Working Days		



Energy Performance Testing of Clothes Washing Machines

Note: This process is ISO Certified.

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE		
Approved registration to ERTLS-OSMS		Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)		
Filled out service request in ERTLS-OSMS website				
•	est in ERTLS-OSMS	Client to fill out service request in ERTLS-OSMS website		

_	recessing ree applies (· · · · /
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL	1.1. Assist client in registration to ERTLS-OSMS Note: For special cases of testing, client may prefer to call beforehand to check if LATL can render the service 1.2. Review and approve the Client Registration	N/A	N/A	Lab. Tech II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory Chief SRS, LATL

	control and is not included in the normal processing time. d. For special cases of testing, clients may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS.				
2.	Request testing service by filling-out service request form through ERTLS-OSMS. Note: a. Client must upload photo/media of test sample/s b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of service requests.	2.1. Receive the request of the client through ERTLS-OSMS 2.2. Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for order of payment	N/A	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
3.	Request for order of payment (OoP) through ERTLS- OSMS	3.1. Receive the request for OoP from client through ERTLS-OSMS.	N/A		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

			Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). Approve the BS and send it to the client's email.			Sr. SRS / Supv. SRS / Chief SRS, LATL
4.	Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.		Received e-mail from client. Search for the BS in COMS and create the OoP Upload OoP through	N/A		Accounting Division Sr. SRS/Supv.
5.	Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the	5.1.	Verify payment through ERTLS-OSMS	Testing of Clothes Washing Machines -	4 Hours Note: There are cases where	SRS, LATL Collection Officer, Treasury Division
	proof of payment through ERTLS- OSMS.	5.2.	Approve the service request	Php 21,400.00	client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Chief SRS, LATL
		5.3.	Wait for the test sample to arrive at LATL-AES Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
6.	Bring/send test samples to DOE- LATL-AES Test Facility	6.1.	Receive the Test sample(s) once delivered	Correspondin g fees should already have been paid in	Testing of Clothes Washer – 4 units per 7 working days	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

Note: a. Client shall ensure that the delivered test sample/s is working properly. b. DOE-LATL-AES is not liable for any damage on test sample/s during logistics.	to DOE-LATL-AES 6.2. Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service 6.3. Conduct of energy performance test/s	step 5 according to the type of appliance/ testing/servic e requested		
	6.4. Prepare the test report/s and transmittal letter		Testing of Clothes Washing Machines – 2 working days per unit	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	6.5. Review and approve the test report/s and review transmittal letter.		1 Working Day	Sr. SRS / Supv. SRS, LATL
	6.6. Review and sign the transmittal letter		1 Working Day	Chief SRS/ Director, LATL
	6.7. Upload test report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the test report and transmittal letter are ready for download		4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
7. The client will receive the test report through ERTLS-OSMS.	N/A	N/A	N/A	N/A

Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL-AES section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-AES section for updates on the status of service.				
8. Fill out the Customer Satisfaction Form (CSF) and download the test report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL- AES	N/A	N/A	N/A	N/A
Total Number of Days		12.5 Working Days		



Energy Performance Testing of Television Sets

Note: This process is ISO Certified.

Tests, among others, are conducted in support of the Philippine Energy Labeling Program (PELP) as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)				
Classification:	Highly Technical Transaction				
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business				
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders				
CHECKLIST OF RE	WHERE TO SECURE				
Approved registration	to ERTLS-OSMS	Client to register to ERTLS-OSMS website (https://ertls-osms.doe.gov.ph/)			
Filled out service requ OSMS website	uest in ERTLS-	Client to fill out service request in ERTLS-OSMS website			
Processing fee applies (Processing fee applies (Please refer to the table of Test Samples and Fees below)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

FI	Processing ree applies (Please refer to the table of Test Samples and Fees below)							
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
1.	Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and proceed to client step no. 2; c. The registration of the client to	1.1. Assist client in registration to ERTLS-OSMS Note: For special cases of testing, client may prefer to call beforehand to check if LATL can render the service 1.2. Review and approve the Client Registration	N/A	N/A	Lab. Tech II / Science Research Analyst / Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist, Lighting and Appliance Testing Laboratory Chief SRS, LATL			
	ERTLS-OSMS is beyond LATL							

	control and is not included in the normal processing time. d. For special cases of testing, clients may prefer to call beforehand to check if LATL can render the service. Client may also bring the test sample for walk-in application but will also be instructed to register and request service through ERTLS-OSMS.				
	Request testing service by filling-out service request form through ERTLS-OSMS. Note: a. Client must upload photo/media of test sample/s b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and processing of service requests.	 2.1. Receive the request of the client through ERTLS-OSMS 2.2. Review the Service Request. Click "approve" if there are no corrections on the Service Request. Click "request for correction" if there is a correction on the Service Request. ERTLS-OSMS will notify the client to request for order of payment 	N/A	4 Hours	Lab. Tech II/SRS I/SRS II/ Sr. SRS, LATL Lab. Tech II/SRS I/SRS II/ Sr. SRS, LATL
3.	Request for order of payment (OoP) through ERTLS- OSMS	3.1. Receive the request for OoP from client through ERTLS-OSMS.	N/A		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

		0.0	D "		T	1
		3.2.	Prepare the Billing Statement (BS) through Collection Monitoring System (COMS). Approve the BS and send it to the client's			Sr. SRS / Supv. SRS / Chief SRS,
			email.			LATL
4.	Receive Billing Statement and request for OoP by replying "YES" to the e-mail received.	4.1.	Received e- mail from client. Search for the BS in COMS and create the OoP	N/A		Accounting Division
			Upload OoP through ERTLS-OSMS			Sr. SRS/Supv. SRS, LATL
5.	Receive the OoP and pay service fee/s to DOE Treasury or Bank. Upload the	5.1.	Verify payment through ERTLS-OSMS	Testing of Television Sets - Php 4,700.00	4 Hours Note: There are cases where	Collection Officer, Treasury Division
	proof of payment through ERTLS- OSMS.		Approve the service request	N/A	client is unable to pay at once after the approval of OoP hence, duration is beyond DOE control; The duration of the process will resume once the payment has been made.	Chief SRS, LATL
		5.3.	Wait for the test sample to arrive at LATL-AES Test Facility	The client is responsible for arranging and covering the costs of logistics.	Depending on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
6.	Bring/send test samples to DOE- LATL-AES Test Facility	6.1.	Receive the Test sample(s) once delivered	Correspondin g fees should already have been paid in	Testing of Television Sets – 4 units per 1 working day	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

Note: a. Client shall ensure that the delivered test sample/s is working properly. b. DOE-LATL-AES is not liable for any damage on test sample/s during logistics.	to DOE-LATL-AES 6.2. Process the request through ERTLS-OSMS and indicate the date of start of testing and the expected end date of the service 6.3. Conduct of energy performance test/s	step 5 according to the type of appliance/ testing/servic e requested		
	6.4. Prepare the test report/s and transmittal letter.		Testing of Television Sets – 1 working day per unit	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
	6.5. Review and approve the test report/s and review transmittal letter.		1 Working Day	Sr. SRS / Supv. SRS, LATL
	6.6. Review and sign the transmittal letter		1 Working Day	Chief SRS/ Director, LATL
	6.7. Upload test report/s and transmittal letter to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the test report and transmittal letter are ready for download		4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
7. The client will receive the test report through ERTLS-OSMS.	N/A	N/A	N/A	N/A

AES Total Number of Days			5.5 Working D	ays
8. Fill out the Customer Satisfaction Form (CSF) and download the test report and transmittal letter in ERTLS-OSMS then claim/retrieve the test sample at DOE-LATL-	N/A	N/A	N/A	N/A
Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL-AES section advice/notice for the issuance of the Test Report. The client may also call DOE-LATL-AES section for updates on the status of service.				



INTERNAL SERVICES

PROCESSES

Geoscientific Research and Fuel Testing Laboratory Division

1. <u>Issuance of Chemical / Geological Laboratory Test Report</u> (ISO Certified)

Lighting and Appliance Testing Laboratory

- 1. Calibration of Electrical Instruments for Internal Customers
- 2. Calibration of Temperature Instruments for Internal Customers



Issuance of Chemical / Geological Laboratory Test Report

Note: This process is ISO Certified.

Testing of upstream and downstream petroleum as well as coal and renewable energy resources to determine compliance to the Philippine National Standard (PNS).

resources to determine compliance to the Philippine National Standard (PNS).				
Office or	Geoscientific Research and Fuel Testing Laboratory Division			
Division:	(GRFTLD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	EUMB, ERDB, LFO, MFO, OIMB, REMB, VFO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sample for Analysis				
· · · · · · · · ·				

2. Original (1) copy of Request for Laboratory Services 2 – Internal Form (GRFTL-SF-2)

Office of the GRFTLD Chief SRS

CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Submission of samples and Request for Laboratory Services form (GRFTL-SF-2)	1.1 Reviews / checks the correctness of the filled-out request form 1.2 Examines the nature/ size/ weight/ volume of sample if acceptable for the required analysis.	None None	4 Hours	Technical Staff of the concerned Section of GRFTLD Note: Geothermal Coal Section - coal and geothermal water samples Processed Fuels Section - petroleum and biofuel samples Geology Section - rock samples Oil and Gas

				geothermal gas, biogas or synthesis gas
2. Submission of filled-out Customer Rating – Submission of Sample Form (GRFTL-SF-5a)	2.1 Consolidates filled-out forms			GRFTLD Staff of the concerned Section
	2.2 Issues of Work Order (GRFTL-SF- 3) a. Dispatches GRFTLSF-3 to the assigned GRFTLD Section		4 Hours	GRFTLD Chief SRS Staff & GRFTLD Chief SRS
	2.3 Analysis of Sample a. Conducts Sample Preparation / Testing / Analysis (Refer to page 4 – Conduct of Sample Preparation / Testing / Analysis) b. Prepares Results of Analysis c. Reviews and Endorses the Transmittal Letter and Test Report to GRFTLD Chief SRS	None	8 Working Days	GRFTLD Staff (Spvg. SRS, Sr. SRS, SRS II, SRS I, SRA, LT) and GRFTLD Chief SRS
	2.4 Endorses Transmittal Letter and Test Report to ERTLS Director a. Affixes initial of supervisor of the concerned section and GRFTLD Chief		1 Working Day	Spvg. SRS, GRFTLD Chief SRS and ERTLS Director

Total Number of Days	10 Working Days
SRS and signature of the ERTLS Director to the Transmittal Letter 3. Pick up of Test Report and submission of ERTLS – GRFTLD Customer Satisfaction Measurement Form [Customer Rating – Release of Test Report (GRFTL-SF-5b)] SRS and signature of the ERTLS Director to the Transmittal Letter 3.1 Releases Test Report a. Receives copy of Test Report acknowledged by the customer b. Consolidates filled-out forms.	ERTLS OD Staff

CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS^a

Processed Fuels Section				
PNS Test for Automotive Diesel Oilb	additional 3 days for every 1 - 3 sample/s in excess of 9 samples			
(9 samples)				
PNS Test for B100 (6 samples) ^b	additional 3 days for every 1 - 2 sample/s in excess of 6 samples			
PNS Test for E100 (15 samples) ^b	additional 3 days for every 1 - 5 sample/s in excess of 15 samples			
PNS Test for Industrial Fuel Oil (6	additional 3 days for every 1 - 2 sample/s in excess of 6 samples			
samples) ^b				
PNS Test for Gasoline (6 samples)b	additional 3 days for every 1 - 2 sample/s in excess of 6 samples			
PNS Test for Kerosene (15 samples)	additional 3 days for every 1 - 5 sample/s in excess of 15 samples			
Non-PNS Test for Diesel (20 samples) ^b	additional 4 days for every 1 - 4 sample/s in excess of 20 samples			
Non-PNS Test for Gasoline (20 samples) ^b	additional 4 days for every 1 - 4 sample/s in excess of 20 samples			
Other Samples e.g. Pyrolysis Oil and Biofuel				
from other feedstocks (8 samples)				
Geothermal-Coal Section				
Heating Value and Sulfur Analysis with	additional 2 days for every 1 - 3 sample/s in excess of 8 samples			
Sample Preparation (8 samples per batch)				
Proximate Analysis, Ultimate Analysis and	additional 2 days for every 1 -2 sample/s in excess of 3 samples			
Heating Value Determination with Sample				
Preparation (3 samples per batch)				
Proximate Analysis with Sample Preparation	additional 2 days for every 1 - 2 sample/s in excess of 3 samples			
(3 samples per batch)				
Ultimate Analysis (CHNAS) with Sample	additional 2 days for every 1 - 2 sample/s in excess of 4 samples			
Preparation (4 samples per batch)				
(For batch analyses without sample preparation, testing may be completed earlier than 10 working days)				
Complete Ion Analysis (5 samples) additional 5 days for every 1 - 5 sample/s in excess of 5 samples				
Oil and Gas Section				

Analysis of Crude Oil (5 samples)	additional 2 days for every 1 sample in excess of 5 samples
Analysis of Natural Gas / Biogas	additional 2 days for every 1 - 4 sample/s in excess of 15 samples
(15 samples)	·
Analysis of Source Rocks / Soil	*Minimum of 10 working days per every one (1) sample. Duration
	of analysis will depend on the condition of the samples received.
Analysis of Stable Isotope (5 samples)	additional 2 days for every 1 sample in excess of 5 samples
PNS Test for B100: GC Analysis (5 samples)	additional 2 days for every 1 sample in excess of 5 samples
PNS Test for E100: GC Analysis	additional 3 days for every 1 - 2 sample/s in excess of 10 samples
(10 samples)	
Analysis of Liquefied Petroleum Gas	additional 2 days for every 1 sample in excess of 5 samples
(5 samples)	
	Geology Section
Micropaleontological / Petrographic / XRD	
Analysis (3 samples)	additional 3 days for every 1 sample in excess of 3 samples

Remarks:

- a. Upon the occurrence of any force majeure event, laboratory shall promptly inform the customer specifying the cause of delay of analysis of samples in accordance with GRFTL Communication Plan.
- b. ISO 9001:2015 certified processes



Calibration of Electrical Instruments for Internal Customers

Calibration work is conducted to accommodate internal customers. Services offered are calibration of Digital Power Meter (1Watt to 20KW) (up to 20A), Digital Multimeter (up to 1000V AC/DC) (up to 20A AC/DC), and Resistance (up to $10G\Omega$).

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citize Business	n, Government-2	-Government, G	overnment-2-
Who May Avail:	Private companies, i	ndustries, acaden	ne, government i	institutions
CHECKLIST OF RE	QUIREMENTS	WH	IERE TO SECU	RE
Approved registration	to ERTLS-OSMS		ster to ERTLS-O ertls-osms.doe.ç	
Filled out service requ OSMS website	uest in ERTLS-	Client to fill out s	service request i website	n ERTLS-OSMS
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the	1.1. Assist client in registration to ERTLS-OSMS Note: If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, DOE-LATL-CIC will not process the service request and decline from calibrating the equipment.	None	N / A	Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory

normal processing time; d. Client may prefer to call beforehand to check if LATL can calibrate their equipment. Client may also bring their equipment for walk-in application but will also be instructed to register and request service through ERTLS- OSMS	1.2. Review and approve the client registration			Chief SRS, LATL
2. Request calibration services by filling out service request form through ERTLS-OSMS Note: a. Upload photos or videos of equipment to be calibrated. b. If ERTLS-OSMS is not working (i.e., system malfunction, server down, etc.), LATL will revert to manual receiving and	2.1 Receive the request of the client through ERTLS-OSMS 2.2 Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request.		4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
processing of calibration requests.	2.3 Approve the service request 2.4 Wait for the equipment to	Client to be responsible of	Depending	Chief SRS, LATL Lab. Tech II / SRS I / SRS II
	arrive to LATL- CIC	logistic arrangements and fees	on the customer	/ Sr. SRS, Supv. SRS, LATL
Bring/send equipment for calibration to DOE- LATL-CIC	3.1 Receive the equipment for calibration and conduct functionality check	None	4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL

3.2 Process the request through ERTLS-OSMS and indicate date of start of calibration and the expected end date of the service 3.3 Conduct	Electrical	
Calibration	Instruments • DPM – 1.5 Working Days (5 points per parameter) • DMM – 1.5 Working Days (5 points per parameter) • AC/DC Voltmeters – 1.5 Working Days (5 points per parameter) • AC/DC Ammeters – 1.5 Working Days (5 points per parameter) • Ohmmeter – 1.5 Working Days (5 points per parameter) • Resistors – 1.5 Working Days (5 points per parameter) • Resistors – 1.5 Working Days (5 points per parameter) Clamp Meter – 1.5 Working Days (5 points per parameter) Clamp Meter – 1.5 Vorking Days (5 points per parameter)	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL

	3.4 Compute for measurement uncertainty		1 Working Day and 4 hours	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	3.5 Prepare calibration certificate		1 Working Day	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
	3.6 Review and approve calibration certificate			Sr. SRS / Supv. SRS / Chief SRS, LATL
	3.7 Upload calibration certificate to ERTLS-OSMS. Client will be notified in the ERTLS-OSMS once the calibration certificate is ready for download.		1 Working Day	SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
4. Wait for the completion of calibration services. Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call DOE-LATL for updates on the status of service	N / A	N / A	N/A	N/A
5. Fill out customer satisfaction form and download the Calibration Certificate in ERTLS-OSMS then claim/retrieve the calibrated equipment at LATL-CIC	N/A	N / A	N/A	N/A
Total Number of Days			6 Working	Days



Calibration of Temperature Instruments for Internal Customers

Calibration work is conducted to accommodate internal customers. Services offered are calibration of Platinum Resistance Thermometer (-10 to 420°C), Resistance Temperature Device (-10 to 420°C) and Thermocouple K, J, T, R, L, N.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Private companies, i	ndustries, academ	ne, government i	nstitutions
CHECKLIST OF RE	QUIREMENTS	WH	IERE TO SECU	RE
1. Approved registration to		(https://	ster to ERTLS-O ertls-osms.doe.g	gov.ph/)
Filled out service reque website	est in ERTLS-OSMS	Client to fill out s	ervice request in website	n ERTLS-OSMS
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to ERTLS-OSMS (Energy Research and Testing Laboratory Services – Online Service Management System) Note: a. Client registers to ERTLS-OSMS only once; b. If the client is already registered, skip this step, and proceed to client step no. 2; c. The registration of the client to ERTLS-OSMS is beyond LATL control and is not included in the	1.1. Assist client in registration to ERTLS-OSMS Note: If client brings their equipment for walk-in application, staff conducts functionality check of equipment for calibration. During functionality check, if the equipment is malfunctioning, not operating properly or has physical damages, DOE-LATL-CIC will not process the service request and decline from calibrating the equipment.	None	N/A	Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory

normal processing tim d. Client may pre to call beforehand to check if LATL can calibrate t equipment. Cl may also bring their equipme for walk-in application bu will also be instructed to register and request service through ERTL OSMS	fer client registration neir ent			Chief SRS, LATL
2. Request calibration services by filling of service request for through ERTLS-OSMS Note: a. Upload photos videos of equipment to calibrated. b. If ERTLS-OSM is not working (i.e., system malfunction, server down, etc.), LATL wirevert to manureceiving and	request of the client through ERTLS-OSMS 2.2 Review the service request. Click "Approve" if there are no corrections on the service request. Click "Request for Correction" if there are corrections on the service request.		4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS / Supv. SRS, LATL SRS I / SRS II / Sr. SRS / Supv. SRS, LATL
processing of calibration requests.	2.3 Approve the service request			Chief SRS, LATL
	2.4 Wait for the equipment to arrive to LATL-CIC	Client to be responsible of logistic arrangements and fees	Depending on the client	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS, LATL
Bring/send equipment for calibration to DOE LATL-CIC	3.1 Receive the equipment for calibration and conduct		4 Hours	Lab. Tech II / SRS I / SRS II / Sr. SRS, Supv. SRS,

functionality		LATL
functionality check		LATL
3.2. Process the		
request		
through		
ERTLS-OSMS		
and indicate		
date of start of		
calibration and		
the expected		
end date of		
the service	Tammaratura	
3.3 Conduct Calibration	Temperature Instruments	
Calibration	• PRT – 2	
	Working	
	Days per 5	
	points	
	• RTD – 2	Lab. Tech II /
	Working Days per 5	SRS I / SRS II
	points	/ Sr. SRS,
	• LIG – 2	Supv. SRŚ,
	Working	LATL
	Days per 5	
	points • Thermocoupl	
	e – 2	
	Working	
	Days per 5	
	points	
3.4 Compute for	1 Working	SRS I / SRS II
measurement	Day and 4	/ Sr. SRS /
uncertainty	hours	Supv. SRS, LATL
3.5 Prepare		SRS I / SRS II
calibration	1 Working	/ Sr. SRS /
certificate	Day	Supv. SRS,
33.13413	Zay	LATL
3.6 Review and		Sr. SRS /
approve		Supv. SRS /
calibration		Chief SRS,
certificate		LATL
3.7 Upload		
calibration	1 Working	
certificate to	Day	SRS I / SRS II
ERTLS-OSMS.	,	/ Sr. SRS /
Client will be		Supv. SRS,
notified in the		LATL
ERTLS-OSMS once the		
calibration		

	certificate is ready for download.			
4. Wait for the completion of calibration services. Note: Monitor the request through ERTLS-OSMS or wait for DOE-LATL's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call DOE-LATL for updates on the status of service.	N/A	N/A	N/A	N/A
5. Fill out customer satisfaction form and download the Calibration Certificate in ERTLS-OSMS then claim/retrieve the calibrated equipment at LATL-CIC	N / A	N/A	N/A	N / A
Total Number of Days	6.5 Working Days			