

RENEWABLE ENERGY MANAGEMENT BUREAU (REMB)



RENEWABLE ENERGY MANAGEMENT BUREAU (REMB) SUMMARY OF PROCESSES

External Services

**Hydropower, Geothermal, Solar, Wind and Biomass
Energy Management Division (HOEMD, GEMD, SWEMD, BEMD)**

PROCESSES	DURATION	CLASSIFICATION
1. <u>Accreditation of Manufacturers, Fabricators and Suppliers of Locally Produced RE Equipment and Components</u>	31 Calendar Days	Highly Technical
2. <u>Amendment of RE Contract</u>	31 Calendar Days	Highly Technical
3. <u>Certificate of Registration for Own-Use</u>	28 Calendar Days	Highly Technical
4. <u>Conversion to the New Renewable Energy (RE) Contract Template</u>	31 Calendar Days	Highly Technical
5. <u>Renewable Energy Contract Application</u>	31 Calendar Days	Highly Technical
6. <u>Issuance of Endorsement to other Concerned National Government Agencies and Local Government Units</u>	5 Calendar Days	Complex
7. <u>*Processing of Safety Officers Permit for Renewable Energy Developers (ISO Certified)</u>	11 Calendar Days	Highly Technical
8. <u>Revision of Work Program</u>	16 Calendar Days	Highly Technical
9. <u>Issuance of Certificate of Endorsement (COE) for Duty-Free Importation Certification (DFIC)</u>	22 Calendar Days	Highly Technical
10. <u>Assignment/Transfer of Renewable Energy Service Contract</u>	31 Calendar Days	Highly Technical
11. <u>Request for Reinstatement of RE Contract</u>	31 Calendar Days	Highly Technical
12. <u>Pre-Application Process (for Geothermal, Hydropower, Ocean, Wind and Solar, Projects –</u>	17 Working Days	Highly Technical

<u>Except for Solar Rooftop & Solar Microgrid)</u>		
13. <u>Transition from Pre-Development to Development Stage</u>	31 Calendar Days	Highly Technical
14. <u>Issuance of Endorsement to Purchase/Transfer/Move Explosives</u>	11 Calendar Days	Highly Technical

Geothermal Energy Management Division (GEMD)

15. <u>Notice of Intention to Drill (NID)</u>	10 Calendar Days	Highly Technical
---	------------------	------------------

Biomass Energy Management Division (BEMD)

16. <u>Procedure for Application for Accreditation for the Construction of a Biofuel Producer / Manufacturer Facility</u>	31 Calendar Days	Highly Technical
17. <u>Procedure for Application for Accreditation for the Commercial Operations of a Biofuel Producer / Manufacturer Facility</u>	29 Calendar Days	Highly Technical
18. <u>Procedure for Renewal of Accreditation of a Biofuel Producer / Manufacturer</u>	29 Calendar Days	Highly Technical
19. <u>Procedure for the Amendment of Accreditation of a Biofuel Producer Manufacturer (Change of Production Capacity / Process Flow / Feedstock)</u>	29 Calendar Days	Highly Technical
20. <u>Procedure for the Amendment of Accreditation of a Biofuel Producer / Manufacturer (Company Name / Ownership)</u>	27 Calendar Days	Highly Technical
21. <u>Procedure for Application for Registration of a Biofuel Distributor Under RA 9367</u>	30 Calendar Days	Highly Technical
22. <u>Procedure for Renewal of Application for Registration of a Biofuel Distributor under RA 9367</u>	30 Calendar Days	Highly Technical
23. <u>Procedure for the Application for Registration of a Biofuel Producer/Manufacturer Under RA 9513</u>	28 Calendar Days	Highly Technical
24. <u>Pre-Application Process for Biomass Operating Contract Application</u>	3 Working Days	Highly Technical

Technical Services Management Division (NREB-TSMD)

25. <u>Green Energy Option Program Operating Permit Application</u>	28 Calendar Days	Complex
---	------------------	---------



HYDROPOWER, GEOTHERMAL, SOLAR, WIND AND BIOMASS ENERGY MANAGEMENT DIVISION (HOEMD, GEMD, SWEMD, BEMD)

PROCESSES

1. Accreditation of Manufacturers, Fabricators and Suppliers of Locally Produced RE Equipment and Components
2. Amendment of RE Contract
3. Certificate of Registration for Own-Use
4. Conversion to the New Renewable Energy (RE) Contract Template
5. Renewable Energy Contract Application
6. Issuance of Endorsement to other Concerned National Government Agencies and Local Government Units
7. *Processing of Safety Officers Permit for Renewable Energy Developers (ISO Certified)
8. Revision of Work Program
9. Issuance of Certificate of Endorsement (COE) for Duty-Free Importation Certification (DFIC)
10. Assignment/Transfer of Renewable Energy Service Contract
11. Request for Reinstatement of RE Contract
12. Pre-Application Process (for Geothermal, Hydropower, Ocean, Wind and Solar, Projects – Except for Solar Rooftop & Solar Microgrid)
13. Transition from Pre-Development to Development Stage
14. Issuance of Endorsement to Purchase/Transfer/Move Explosives



Accreditation of Manufacturers, Fabricators and Suppliers of Locally Produced RE Equipment and Components

Office or Division:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	Any person, natural or juridical, registered and/or authorized to operate in the Philippines under existing Philippine laws and engaged in the manufacture, fabrication and supply of locally-produced RE equipment and components may apply for accreditation with the REMB.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
APPLICATION 1. Letter of Application addressed to REMB Director		Applicant
LEGAL REQUIREMENTS 2. Latest Business Permit in the name of the Company or Proprietor		Concerned Local Government Unit (LGU)
3. Company Profile or Business Background		Applicant
TECHNICAL REQUIREMENTS 4. Proof of Technical and Physical or Logistical Capabilities to handle RE equipment, machinery, components and parts appropriate and commensurate to the scope of activity applied for accreditation: a. Organizational Chart of the Company b. Nature and Scope of RE activities (RE manufacturing, fabricating, and/or supplying of locally-produced RE machineries, equipment, components and parts) c. Process flow of the manufacturing/fabrication plant		Applicant

d. List of equipment or tools used (to be purchased / existing) in manufacturing and/or fabrication e. Site map and picture of the manufacturing and/or fabrication plant				
5. Track record of Renewable Energy Projects of the Applicant, if applicable		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits the complete documentary requirements thru the DOE-Records Management Division or REMB Email	1.1 Concerned REMB Division checks the completeness and consistency of the submission within <i>three (3) working days</i>			Chief, Concerned REMB Division Chief, DOE-Records Management Division
	1.1.1 If the submission is complete, Concerned REMB Division transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.			
	1.1.2 If submission is incomplete, Concerned REMB Division notifies the Applicant to update the submission			
2. Applicant re-submits the complete set of	2.1 Concerned REMB Division checks the			Chief, Concerned REMB Division

documentary requirements <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i>	completeness and consistency of the submission within three (3) working days			
	2.1.1 If the submission is complete, Concerned REMB Division transmits a copy of the Order of Payment. Concerned REMB Division notifies the Applicant thru email to pay the processing fee within five (5) working days.			
	2.1.2 If not complete, Concerned REMB Division notifies the RE Developer on the cancellation of application due to incomplete submission			
3. Applicant pays thru the DOE Cashier or other modes of payment <i>Note:</i>	3.1 If payment has been made, Concerned REMB Division validates the proof of payment	Applicati on Fee – Php 1,000.0 0		Chief, Concerned REMB Division

<p><i>If failure to pay within 5 working days, the Applicant will receive notification of deemed abandoned</i></p>	<p>within one (1) working day</p>	<p>Processing Fee – Php 9,000.00</p>		
	<p>3.1.1 If payment is valid, Concerned REMB Division notifies the Applicant that the payment was validated and inform applicant to set the schedule for the site validation</p>			
	<p>3.1.2 If payment is not valid, Concerned REMB Division notifies the Applicant to rectify the payment within two (2) working days.</p>			
<p>4. The Applicant rectifies the proof of payment</p> <p><i>Note:</i></p> <p><i>If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned</i></p>	<p>4.1 If payment is rectified, Concerned REMB Division validates the proof of payment within one (1) working day.</p>			<p>Chief, Concerned REMB Division</p>
	<p>4.1.1 If payment is valid, Concerned REMB Division notifies the Applicant that the payment was validated and inform applicant to set the schedule for the site validation.</p>			

	4.1.2 If payment is not valid, Concerned REMB Division notifies the Applicant of the notice of disqualification			
5. Applicant sets and coordinates with Concerned REMB Division on the site validation / inspection within thirty (30) working days <i>Note:</i> <i>If not validated within 30 working days, Concerned REMB Division notifies the Applicant on the Deemed Abandoned</i>	5.1 Concerned REMB Division and LS simultaneously conduct technical and legal evaluations based on the results of the submission and the site validation conducted		7 calendar days	Chief, Concerned REMB Division Director, REMB Chief, RELSD Director, LS
	5.2 Concerned REMB Division consolidates all the evaluation results and recommends to the REMB Director for further action		2 calendar days	Chief, Concerned REMB Division Director, REMB
	5.2.1 If qualified, Concerned REMB Division endorses thru REMB Director the recommendation for approval of LS			

	5.2.2 If not qualified, Concerned REMB Division notifies the RE Developer to submit rectified documents within fourteen (14) calendar days			
6. RE Developer submits the rectified application documents <i>Note: If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned</i>	6.1 Concerned REMB Division and LS conduct simultaneous Technical and Legal re-evaluations		5 calendar days	Chief, Concerned REMB Division Director, REMB Chief, RELSD Director, LS
	6.2 Concerned REMB Division consolidates all the re-evaluation results		2 calendar days	Chief, Concerned REMB Division Director, REMB
	6.2.1 If qualified, Concerned REMB Division endorses to LS to concur on the Memorandum to the Secretary, Certificate of Accreditation and Approval Letter			
	6.2.2 If not qualified, Concerned REMB Division endorses, thru the REMB Director, the			

	denial of the application to the Assistant Secretary.			
	<p>6.3 LS concurs on the Endorsement Memorandum to the Secretary, COR, and Approval Letter</p> <p>6.3.1 If compliant, LS endorses to Assistant Secretary thru CSW.</p> <p>6.3.2 If not compliant, LS returns to Concerned REMB Division for further action.</p>		2 calendar days	<p>Chief, RELSD</p> <p>Director, LS</p>
	6.4 Assistant Secretary acts on the recommendation.		2 calendar days	Office of the Assistant Secretary
	6.4.1 If approved, Concerned REMB Division endorses the recommendation to the Undersecretary			Chief, Concerned REMB Division
	6.4.2 If disapproved, the Assistant Secretary returns to Concerned REMB Division for further action.			
	6.5 Undersecretary		3 calendar days	Office of the Undersecretary

	acts on the recommendation.			
	6.5.1 If approved, Concerned REMB Division endorses the recommendation to the Secretary.			Chief, Concerned REMB Division
	6.5.2 If disapproved, the Undersecretary returns to Concerned REMB Division for further action.			
	6.6 Secretary acts on the recommendation		7 calendar days	Office of the Secretary
	6.6.1 If approved, Concerned REMB Division notifies the Applicant and LS on the approval and transmits a copy of the signed letter and Certificate of Accreditation		1 calendar day	Chief, Concerned REMB Division
	6.6.2 If disapproved, the Secretary returns to Concerned REMB Division for further action			
Total Number of Days			31 Calendar Days	



Amendment of RE Contract

Office or Division:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)
Classification:	Highly Technical
Type of Transaction:	Government to Business
Who may avail:	Renewable Energy Service Contracts (RESC) of Registered RE Developer shall be amended in any of the following instances: (A) Changes to the RE Contract Area; (B) Increase or Decrease in the Installed Capacity of the RE Project; (C) Additional Feedstock Type for Biomass Operations; and (D) Change of Location of Project Site (For Biomass and Hydro Sources Only)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request for amendment letter addressed to the REMB Director	Provided by the Applicant
2. Technical description of proposed amendment to contract area, capacity, and location indicating the technical specifications and other mapping requirement for the purpose of area verification in acceptable ITMS format	
2.1 Mapping Requirements for Area Verification of RE Projects	
2.1.1 Location/Sketch map* of the project area/site showing its boundaries in relation to major environmental features using NAMRIA topographic map or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic	Provided by the Applicant <i>Template maps are provided in the EVOSS Downloadable Forms</i>

<p>coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydropower).</p>	
<p>2.1.2 Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer (validity should cover the date of map preparation)</p>	<p>Provided by the Applicant</p>
<p>2.1.3 Excel file (see TD_FORM.xls*) containing the PRS'92 geographic coordinates of all boundary corners (except for Hydropower Application)</p>	<p>Provided by the Applicant <i>Template forms are provided in the EVOSS Downloadable Forms</i></p>
<p>NOTES:</p>	
<p>1. Project Area/Site – an RE project area/site subject to Area Verification.</p>	<p>*The following maps and forms could be accessed through EVOSS under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms)</p> <p>Sample Map 1 – Blocking Sample Map 2 – Non-Blocking Sample Map 3 – Hydro Power Project TD_FORM.xls</p>
<p>2. Location/Sketch Map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer.</p>	
<p>3. TD_FORM.xls* - use the Excel file which is download from EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map.</p>	
<p>4. Computation of Area - For project area conforming to the RE blocking system the total area shall be computed as 81 hectares per RE block, otherwise</p>	

the projected area (PTM-Zone I to V) will be considered.				
<i>Reminder: The required geographic coordinates system is PRS '92. Locations from Google Earth has different coordinate system.</i>				
<p>3. Technical Requirements:</p> <p>a. For Pre-Development Stage:</p> <p>i. Detailed Resource Assessment Studies;</p> <p>b. For Development/Operational Stage:</p> <p>i. Full-Blown Feasibility Studies</p>		Provided by the Applicant		
4. Gantt Chart of the Work Program/Work Plan following the approved templated		Annex I of the Department Circular No. DC2019-10-0013		
<p>5. Signed and Notarized Affidavit of Acquisition of Possessory Rights following the approved template</p> <p>For Private Property:</p> <p>a. Affidavit on Acquisition of Ownership/Possessory Rights over Private Property</p> <p>For Public Property:</p> <p>a. Affidavit of Filing of Application to Acquire Ownership/Possessory Rights over Public Property</p> <p>b. Board Resolution authorizing the affiant to execute the instrument for and on behalf of the RE Applicant</p>		<p>Annex "A" of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1)</p> <p>Annex "B" of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1)</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits the complete documentary requirements thru the DOE-Records	1.1 Concerned REMB Division checks the completeness and consistency			Chief, Concerned REMB Division

Management Division or REMB Email	of the submission within <i>three (3) working days</i>			
	<p>1.1.1 If submission is complete, Concerned REMB Division conducts Technical Evaluation (except hydropower and ocean).</p> <p>HOEMD transmits the copy of the Order of Payment.</p> <p>HOEMD notifies the RE Developer thru email to pay the processing fee within five (5) working days.</p>			
	1.1.2 If submission is incomplete, Concerned REMB Division notifies the RE Developer to update the submission.			
2. RE Developer re-submits the set of documentary requirements <i>Note:</i>	2.1 Concerned REMB Division checks the completeness and consistency of the submission			Chief, Concerned REMB Division

<p><i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i></p>	<p>within three (3) working days</p>			
	<p>2.1.1 If submission is complete, Concerned REMB Division conducts Technical Evaluation (except hydropower and ocean) (Start of Day 1). HOEMD transmits the copy of the Order of Payment. HOEMD notifies the RE Developer thru email to pay the processing fee within five (5) working days.</p>			
	<p>2.1.2 If not complete, Concerned REMB Division notifies the RE Developer on the cancellation of application due to incomplete submission</p>			

<p>3. RE Developer pays thru the DOE Cashier or other modes of payment (for hydropower and ocean only)</p> <p><i>Note:</i> <i>If failure to pay within 5 working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>3.1 If payment has been made, HOEMD validates the proof of payment within one (1) working day</p>	<p>Hydro and Ocean</p> <p>Processing Fee – Php 4,000.00</p>		<p>Chief, HOEMD</p>
<p>4. The RE Developer rectifies the proof of payment (for hydropower and ocean only)</p> <p><i>Note:</i> <i>If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>4.1 If payment is rectified, HOEMD validates the proof of payment within one (1) working day</p>			<p>Chief, HOEMD</p>
	<p>4.1.1 If payment is valid, HOEMD conducts Technical Evaluation (Start of Day 1).</p>			
	<p>4.1.2 If payment is not valid, HOEMD notifies the RE Developer</p>			

	of the notice of disqualification			
	4.3. Concerned REMB Division conduct Technical Evaluation		5 calendar days	Chief, Concerned REMB Division Director, REMB
	4.4. In case the evaluation of the Concerned REMB Division shows: a) that there are additional costs to be incurred that should warrant another financial evaluation; b) if there are any legal concerns on the RE project; and/or c) if there is a need of re-plotting of Contract Area, Concerned REMB Division shall endorse the request to the Financial Services (FS), Legal Services (LS) and/or Information Technology and Management Services (ITMS). 4.4.1 FS, LS, and/or ITMS conduct		5 calendar Days	Director, LS Director, FS Director, ITMS

	simultaneous Financial and Legal Evaluations, and/or Area Verification.			
	4.5 Concerned REMB Division consolidates all the evaluation results and recommends to REMB Director for further action		2 calendar days	Chief, Concerned REMB Division Director, REMB
	4.6.1 If qualified, Concerned REMB Division endorses thru REMB Director the recommendation for approval of LS			
	4.6.2 If not qualified, Concerned REMB Division notifies the RE Developer to submit rectified documents within fourteen (14) calendar days			
5. RE Developer submits the rectified application documents <i>Note:</i>	5.1 Concerned REMB Division, LS, FS and ITMS conduct simultaneous Technical, Legal, and Financial re-		5 calendar days	Chief, Concerned REMB Division Director, REMB Director, LS

<i>If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned</i>	evaluations, and Area re-verification (whichever is applicable)			Director, FS Director, ITMS
	5.2 Concerned REMB Division consolidates all the re-evaluation results			
	5.2.1 If qualified, Concerned REMB Division endorses to LS to concur on the Memorandum to the Undersecretary and Approval Letter / Revised Certificate of Registration (COR)		2 calendar days	Chief, Concerned REMB Division Director, REMB
	5.2.2 If not qualified, Concerned REMB Division endorses thru the REMB Director, the denial of the application to the Assistant Secretary.			
	5.3 LS concurs on the Endorsement Memorandum to the Undersecretary		2 calendar days	Chief, RELSD Director, LS

	and Approval Letter / Revised COR			
	5.3.1 If compliant, LS endorses to Assistant Secretary the recommendation.			
	5.3.2 If not compliant, LS returns to Concerned REMB Division for further action			
	5.4 Assistant Secretary acts on the recommendation.			Office of the Assistant Secretary
	5.4.1 If approved, Concerned REMB Division endorses the recommendation to the Undersecretary		2 calendar days	Chief, Concerned REMB Division
	5.4.2 If disapproved, the Assistant Secretary returns to Concerned REMB Division for further action.			
	5.5 Undersecretary acts on the recommendation.		2 calendar days	Office of the Undersecretary

	5.5.1 If approved, Concerned REMB Division endorses the recommendation to the Secretary			Chief, Concerned REMB Division
	5.5.2 If disapproved, the Undersecretary returns to Concerned REMB Division for further action.			
	5.6 Secretary acts on the recommendation.		5 Calendar Days	Office of the Secretary
	5.6.1 If approved, Concerned REMB Division notifies the RE Developer, LS, FS and ITMS on the approval and transmit to the RE Developer a copy of Approval Letter / Revised COR		1 calendar day	Chief, Concerned REMB Division
	5.6.2 If disapproved, the Secretary returns to Concerned REMB Division for further action			
Total Number of Days			31 Calendar Days	



Certificate of Registration for Own-Use

Office or Division:	Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD) / Geothermal Energy Management Division (GEMD) / Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	Government-2-Business	
Who May Avail:	Renewable Energy Developers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Technical Requirements		
1.1 Application letter addressed to the Renewable Energy Management Bureau (REMB) Director;		Provided by applicant
1.2. Project Description detailing the following: 1.2.1. Technical Design: 1.2.1.1. Single Line Diagrams of Alternating Current and Direct Current (if applicable); 1.2.1.2. Mass Energy Balance (if applicable) 1.2.2. Target Commissioning Date 1.2.3. Project Location		Provided by applicant
2. Legal Requirements		
2.1. For Individual or Proprietorship 2.1.1. Passport or any valid government-issued Identification Card (ID)		Provided by applicant
2.2. For Corporation / Joint Venture / Consortium / Cooperative 2.2.1. Certified copy of registration from the Securities and Exchange Commission (SEC), or Cooperative Development Authority (CDA), or National Electrification Administration (NEA)		Provided by applicant
2.3. If filed by a Representative: 2.3.1. Special Power of Attorney (for Individual or Proprietorship) or Secretary's Certificate/Board Resolution (for Corporation or Joint Venture or Consortium or Cooperative) of the authorized representative/s; and 2.3.2. Passport or any valid government-issued ID		Provided by applicant

<p>2.4. Signed and Notarized Affidavit of Acquisition of Possessory Rights following the approved template</p> <p>For Private Property:</p> <p>a. Affidavit on Acquisition of Ownership/Possessory Rights over Private Property</p> <p>For Public Property:</p> <p>a. Affidavit of Filing of Application to Acquire Ownership/Possessory Rights over Public Property</p> <p>b. Board Resolution authorizing the affiant to execute the instrument for and on behalf of the RE Applicant</p>	<p>Annex “A” of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1)</p> <p>Annex “B” of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1)</p>
---	---

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits the complete documentary requirements thru the DOE-Records Management Division or REMB Email	1.1 Concerned REMB Division checks the completeness and consistency of the submission			Chief, Concerned REMB Division
	1.1.1 If complete, Concerned REMB Division transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.			
	1.1.2 If incomplete, Concerned REMB Division notifies the RE Developer to submit the complete documents.			
2. RE Developer resubmits the updated application documents	2.1 Concerned REMB Division checks the completeness and consistency of the submission:			Chief, Concerned

<p><i>Note:</i></p> <p><i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i></p>	<p>2.1.1 If complete, Concerned REMB Division transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.; or</p> <p>2.1.2 If incomplete, Concerned REMB Division notifies the RE Developer on the cancellation of application due to incomplete submission</p>			REMB Division
<p>3. Applicant pays thru the DOE Cashier or other modes of payment</p> <p><i>Note:</i></p> <p><i>If failure to pay within 5 working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>3.1 If payment has been made, Concerned REMB Division validates the proof of payment within one (1) working day</p>	<p>Hydro, Geothermal, Solar and Wind</p> <p>PHP 11,600.00</p> <p>Biomass- 12,650.00</p>		Chief, Concerned REMB Division
	<p>3.1.2 If payment is valid, Concerned REMB Division and Legal Services (LS) conduct the evaluation (Start of Day 1)</p>			
	<p>3.1.3 If payment is not valid, Concerned REMB Division notifies the RE Developer to rectify the payment within two (2) working days.</p>			
<p>4. The RE Developer rectifies the proof of payment</p> <p><i>Note:</i></p> <p><i>If failure to rectify within two (2) working</i></p>	<p>4.1 If payment is rectified, Concerned REMB Division validates the proof of payment within one (1) working day.</p>			Chief, Concerned REMB Division

<p><i>days, the RE Developer will receive notification of deemed abandoned</i></p>				
	<p>4.1.2 If payment is valid, Concerned REMB Division and Legal Services (LS) conduct the evaluation (Start of Day 1)</p>			
	<p>4.1.3 If payment is not valid, Concerned REMB Division notifies the RE Developer of the notice of disqualification</p>			
	<p>4.2 Concerned REMB Division and LS conducts the evaluation</p>		<p>5 Calendar Days</p>	<p>Chief, Concerned REMB Division</p> <p>Director, REMB</p> <p>Chief, RELSD</p> <p>Director, LS</p>
	<p>4.3 Concerned REMB Division consolidates all the evaluation results and recommend further action to the REMB Director:</p> <p>4.3.1 If compliant, the Concerned REMB Division endorses, thru the REMB Director, the approval to the LS for CSW; or</p> <p>4.3.2 If not compliant, the Concerned REMB Division, with approval from the REMB Director, notifies the RE Developer its non-compliances and requires</p>		<p>2 Calendar Days</p>	<p>Chief, Concerned REMB Division</p> <p>Director, REMB</p>

	rectification of documents within 5 calendar days.			
5. RE Developer submits the rectified application documents <i>Note:</i> <i>If failure to rectify within five (5) working days, the RE Developer will receive notification of deemed abandoned</i>	5.1 Concerned REMB Division and LS conduct re-evaluation on the rectified application documents.		5 Calendar Days	Chief, Concerned REMB Division Director, REMB Chief, RELSD Director, LS
	5.2 Concerned REMB Division consolidates all the evaluation results and recommend further action to the REMB Director: 5.2.1 If compliant, the Concerned REMB Division endorses, thru the REMB Director, endorses to LS for CSW; or 5.2.2 If not compliant, Concerned REMB Division endorses, thru the REMB Director, the denial of the application to the Assistant Secretary.		2 Calendar Days	Chief, Concerned REMB Division Director, REMB Office of the Assistant Secretary
	5.3 LS conducts CSW: 5.3.1 If compliant, LS endorses to Assistant Secretary thru CSW. 5.3.2 If not compliant, LS returns to Concerned REMB Division		2 Calendar Days	Director, LS
	5.4 Assistant Secretary conducts CSW: 5.4.1 If approved, the Assistant Secretary endorses to Undersecretary for CSW; or 5.4.2 If disapproved, the Assistant Secretary returns to		2 Calendar Days	Office of the Assistant Secretary

	Concerned REMB Division for further action.			
	<p>5.5 Undersecretary conducts CSW:</p> <p>5.5.1 If approved, the Undersecretary endorses to the Secretary for approval; or</p> <p>5.5.2 If disapproved, the Undersecretary returns to Concerned REMB Division for further action.</p>		2 Calendar Days	Office of the Undersecretary
	<p>5.6 The Secretary acts on the application:</p> <p>5.6.1 If approved, the Secretary signs the approval letter and Certificate of Registration (COR); or</p> <p>5.6.2 If disapproved, the Secretary returns to Concerned REMB Division for further action.</p>		7 Calendar Days	Office of the Secretary
	5.7 Concerned REMB Division transmits to the RE Developer the signed letter and COR, or notifies the denial of application whichever is applicable		1 Calendar Day	Chief, Concerned REMB Division
TOTAL		28 Calendar Days		



Conversion to the New Renewable Energy (RE) Contract Template

Renewable Energy (RE) Contractors / RE Developers of RE Contracts awarded under the RE Act but prior to the effectivity of the DC2019-10- 0013 under pre-commissioning or commercial operations can convert to the New Renewable Energy Contract established in DC2019-10- 0013

Office or Division:	Renewable Energy Management Bureau – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division / Hydropower and Ocean Energy Management Division (HOEMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	<p>Renewable Energy (RE) Contractors / RE Developers of RE Contracts under pre-commissioning or commercial operations awarded under the RE Act but prior to the effectivity of the DC2019-10-0013; and</p> <p>Renewable Energy (RE) Contractors / RE Developers of RE Contracts that are fully compliant with the terms of the approved Work Program and the material terms and conditions of the RE Contracts for the past six (6) months prior to the date of filing its application. For RE Developers with RE Contracts executed less than six (6) months from the date of application, the evaluation of their compliance of the commitments under the approved Work Program and of the material terms and conditions of the RE Contract shall be the basis of their performance.</p>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application letter addressed to the REMB Director	Provided by the Applicant
2. Work Program in Gantt Chart with Narrative covering the first five (5) years of the remaining term of the old	Provided by the Applicant

contract/agreement, reckoned from the date of its execution	
3. Revised Contract Area following the mapping requirements provided below:	
3.1 Mapping Requirements for Area Verification of RE Projects	
3.1.1 Location/Sketch map* of the project area/site showing its boundaries in relation to major environmental features using NAMRIA topographic map or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydropower).	<p>Provided by the Applicant</p> <p><i>Template maps are provided in the EVOSS Downloadable Forms</i></p>
3.1.2 Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer (validity should cover the date of map preparation)	<p>Provided by the Applicant</p>
3.1.3 Excel file (see TD_FORM.xls*) containing the PRS'92 geographic coordinates of all boundary corners (except for Hydropower Application)	<p>Provided by the Applicant</p> <p><i>Template forms are provided in the EVOSS Downloadable Forms</i></p>
NOTES:	
1. Project Area/Site – an RE project area/site subject to Area Verification.	<p>*- The following maps and forms could be accessed through EVOSS under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms)</p> <p>Sample Map 1 – Blocking Sample Map 2 – Non-Blocking Sample Map 3 – Hydro Power Project TD_FORM.xls</p>
2. Location/Sketch Map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer.	
3. TD_FORM.xls* - use the Excel file which is download from	

<p>EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map.</p>				
<p>4. Computation of Area - For project area conforming to the RE blocking system the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.</p>				
<p><i>Reminder: The required geographic coordinates system is PRS '92. Locations from Google Earth has different coordinate system.</i></p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses an RE Project from the List in the EVOSS System associated to the Company				
2. RE Developer submits thru the EVOSS System the complete documentary requirements	<p>2.1 Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p>*If not acted within three (3) working days, EVOSS System notify the RE Developer of the issuance of the Deemed Complete Certificate</p>	None		Chief, Concerned REMB Division

	2.1.1 If submission is complete, EVOSS notifies Concerned REMB Division and Legal Services (LS) to conduct technical and legal (if required) evaluations (Start of Day 1)			
	2.1.2 If submission is incomplete, Concerned REMB Division thru the EVOSS System notifies the RE Developer to update the submission			
3. RE Developer submits thru the EVOSS System the updated submission <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i>	3.1 Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days* * If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division and LS to conduct evaluations.			Chief, Concerned REMB Division
	3.1.1 If submission is complete, Concerned REMB Division and LS conducts technical and	None		

	legal (if required) evaluations (Start of Day 1)			
	3.1.2 If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer on the cancellation of application due to incomplete submission			
	3.2 Concerned REMB Division and LS conduct technical and legal (if required) evaluations		5 Calendar Days	
	3.3 Concerned REMB Division consolidates the evaluation results		2 Calendar Days	
	3.3.1 If qualified, EVOSS System notifies the ITMS to prepare the Contract Area Map and Concerned REMB Division to draft the New RE Contract, and Memorandum to the Secretary recommending the award of the New RE Contract			Chief, Concerned REMB Division Director, Legal Services
	3.3.2 If failed, Concerned REMB Division thru EVOSS notifies the RE Developer, and LS of the disapproval	None		

	3.4 ITMS prepares the Contract Area Map		3 Calendar Days	Director, ITMS
	3.5 Concerned REMB Division thru the REMB Director prepares and endorses the recommendation of award thru LS for concurrence		5 Calendar Days	Director, REMB <i>Chief, Concerned REMB Division</i>
	3.6 LS concurrence to the recommendation		3 Calendar Days	Director, Legal Services
	3.7 After LS concurred, Concerned REMB Division endorses the recommendation to the Assistant Secretary and Undersecretary			<i>Chief, Concerned REMB Division</i>
	3.8 Assistant Secretary acts on the recommendation			Office of the Assistant Secretary
	3.8.1 If concurred, Concerned REMB Division endorses to the Undersecretary for concurrence		2 Calendar Days	<i>Chief, Concerned REMB Division</i>
	3.8.2 If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, LS and ITMS on the disapproval			
	3.9 Undersecretary acts on the recommendation		2 Calendar Days	<i>Office of the Undersecretary</i>

	3.9.1 If concurred, Concerned REMB Division notifies thru EVOSS System the RE Developer to pre-sign the contract			<i>Chief, Concerned REMB Division</i>	
	3.9.2 If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, LS and ITMS on the disapproval				
4. RE Developer pre-signs the RE Contract under the new template Note: Failure to pre-sign the RE Contract within thirty (30) calendar days, application will be deemed abandoned	4.1 Concerned REMB Division validates the pre-signed RE Contract within one (1) working day	None		<i>Chief, Concerned REMB Division</i>	
	4.1.1. If RE Developer successfully pre-signed the contract, Concerned REMB Division endorsed the pre-signed RE Contract to the Secretary for consideration				1 Calendar Day
	4.1.2 If RE Developer failed to pre-sign the RE Contract within the prescribed period of thirty (30) calendar days, EVOSS notifies the RE Developer,				

	Concerned REMB Division, LS and ITMS that the application is deemed abandoned.			
	4.2 Secretary acts on the Application	None	7 Calendar Days	Office of the Secretary
	4.2.1 If approved, Concerned REMB Division thru EVOSS uploads the copy of the New RE Contract		1 Calendar Day	<i>Chief, Concerned REMB Division</i>
	4.2.2 If disapproved, Concerned REMB Division notifies thru EVOSS the RE Developer, LS and ITMS on the disapproval			
	4.3 If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RE Developer and Concerned DOE Services of the issuance of Deemed Approved Certificate.			
Total Number of Days		31 Calendar Days		



Renewable Energy Contract Application

Office or Division:	Renewable Energy Management Bureau – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division / Hydropower and Ocean Energy Management Division (HOEMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2019-10-0013
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Legal Requirements	
<p>If Individual or Proprietorship:</p> <ol style="list-style-type: none"> 1. Birth Certificate, passport or any valid government-issued identification card 2. Current Business Permit 3. Department of Trade and Industry (DTI) Registration (if applicable) 4. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable) 	<p>Philippine Statistics Authority</p> <p>City/Municipal Government Department of Trade and Industry</p>
<p>If Corporation (Filipino- or Foreign-owned domestic corporation) / Joint Venture or Consortium (partners/members are Filipino corporations and/or the Joint Venture or Consortium is incorporated/registered in the Philippines) / Cooperative</p> <ol style="list-style-type: none"> 1. By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders. (The purpose of the incorporated/unincorporated RE Applicant must include engaging in RE resource development) which must be certified by Securities and 	<p>Securities and Exchange Commission</p> <p>Securities and Exchange Commission</p>

<p>Exchange Commission (SEC)</p> <ol style="list-style-type: none"> 2. Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE 3. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders which must be certified by SEC 4. Current Business Permit 5. Organizational Chart of the Company 	<p>City/Municipal Government</p>
<p>If Philippine Branch of Foreign Corporation / Joint Venture or Consortium (partners/members are Foreign Corporations and/or the Joint Venture or Consortium is incorporated/registered outside the Philippines)</p> <ol style="list-style-type: none"> 1. License to transact business in the Philippines secured from SEC which must include authority to engage in RE resource development 2. Same documents as above, or their equivalent. Those which were submitted in support of the application for license must be certified by the SEC 	<p>Securities and Exchange Commission</p>
<p>If Local Government Unit</p> <ol style="list-style-type: none"> 1. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE 	<p>Provincial, City, Municipal, and/or Barangay Government Council</p>
<p>Passport or any valid government-issued ID of the authorized representatives, signatory and witness to the RE Contract</p>	<p>Department of Foreign Affairs</p>
<p>B. Technical Requirements</p>	
<ol style="list-style-type: none"> 1. Work Program Gantt Chart with Narrative following the approved template 	<p>Annex I-1 of DC2019-10-0013</p>

<ul style="list-style-type: none"> a. Biomass b. Geothermal c. Solar d. Hydro e. Ocean f. Wind 	<p>Annex I-2 of DC2019-10-0013 Annex I-3 of DC2019-10-0013 Annex I-4 of DC2019-10-0013 Annex I-5 of DC2019-10-0013 Annex I-6 of DC2019-10-0013</p>
<p>2. Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS (except for Biomass)</p> <p>For Solar Rooftop and Solar Microgrids: Location/Sketch Map of the Project Area showing a point in PRS'92 geographic coordinates</p>	<p>Area Clearance issued by the Department of Energy through the Pre-Application Process</p> <p>Provided by the Applicant</p>
<p>3. Notarized Undertaking on Multiple-Use of Energy Resource, if applicable</p>	<p>Provided by the Applicant</p>
<p>4. (For Solar and Biomass) Signed and Notarized Affidavit of Acquisition of Possessory Rights following the approved template</p> <p><i>For Private Property:</i></p> <ul style="list-style-type: none"> a. Affidavit on Acquisition of Ownership/Possessory Rights over Private Property <p><i>For Public Property:</i></p> <ul style="list-style-type: none"> a. Affidavit of Filing of Application to Acquire Ownership/Possessory Rights over Public Property b. Board Resolution authorizing the affiant to execute the instrument for and on behalf of the RE Applicant 	<p>Annex "A" of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1) Annex "B" of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1)</p>
<p>For Biomass Energy Only – Feasibility Study to include:</p> <ul style="list-style-type: none"> a. Mass Energy Balance Diagram 	<p>Provided by the Applicant</p>

<ul style="list-style-type: none"> b. Site Development Plan c. Fuel Supply and Logistic Study d. Waste Analysis and Characterization Study (additional if MSW) 	
<p>For Solar Energy Only – Feasibility Study to include:</p> <ul style="list-style-type: none"> a. Market Aspect - Identify its available target markets and its projected electricity rate (e.g. as a merchant plant under the spot market or as a generating plant covered by Bilateral Agreement with Distribution Utilities, Suppliers, or End-Users in accordance with the RPS, GEOP, or any applicable market covered by current rules and guidelines). b. Technical Aspect - Technical study affirming that the available solar resource in the Contract area is in commercial quantity including discussions and attachments on the source of solar resource data, result of simulation using industry standard software (e.g., Pvsyst, Solnrg, etc.), engineering designs (e.g., PV layout, single line diagram for AC and DC, and general specifications of equipment), Annual Energy Production Estimates of the Project; and Performance Ratio. c. Financial Aspect - Preliminary runs on the financial feasibility of the available solar resource within the Contract Area vis-a-vis the identified market/s. Attachment shall include financial models at different 	<p>Provided by the Applicant</p>

<p>markets stipulating the financial measures such as IRR, NPV, LCOE, among others.</p> <p>d. Management Aspect - Detailing the strategies on the construction and commercial operation of the project (e.g. EPC Contractor, Owner's Engineer and O & M Contractor).</p> <p>e. Proofs or application to secure right of way, applicable social and environmental permits/clearances (e.g. LGU resolution of support, ECC, etc.) and agreements (e.g. interconnection agreement, power purchase agreement), and conduct relevant technical studies (e.g. geotechnical, System/Distribution Impact Study, Facility/Asset Study).</p>	
<p>C. Financial Requirements</p>	
<p>1. Latest Annual Report and/or Audited Financial Statements (FS) for the last two (2) years from the filing date and latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer if the Audited FS is more than six (6) months old at the time of filing.</p>	<p>Provided by the Applicant</p>
<p>2. Bank certification to substantiate the cash balance in the Audited FS or unaudited FS</p>	<p>Provided by the Applicant</p>
<p>3. Projected Cash Flow Statement for next two (2) years, except for geothermal and large hydro resources which should be five (5) years, showing the fund</p>	<p>Provided by the Applicant</p>

<p>sources and uses of funds for the particular offered area, other applied RE areas, existing service/operating contracts with DOE and other existing business, if applicable, with supports from either of the following:</p> <ul style="list-style-type: none"> a. Sales Agreement/Purchase Order of buyer for projected revenues on existing operations b. Sworn Letter of Commitment from stockholders for additional equity/cash infusion c. Bank approved loan/credit line earmarked for the proposed operation 	
<p>4. For applicants with insufficient funds to finance the proposed operations:</p> <ul style="list-style-type: none"> a. Newly organized corporation (existing for two (2) years or less from date of registration with SEC) should be supported by parent company's financial documents per items 1 and 2 above and Letter of Guaranty by the parent company to fund the work program. b. Subsidiary corporation (existing for more than two (2) years from date of registration with SEC) should be supported by the following: <ul style="list-style-type: none"> i. Notarized Letter of Guaranty from the majority shareholder/s and Original Bank proof of capacity to satisfy the said Guaranty Certification; or 	<p>Provided by the Applicant</p>

<ul style="list-style-type: none"> ii. Parent company's financial documents per items 1 and 2 above and Letter of Guaranty by the parent company to fund the work program/plan c. In case of domestic parent company, the Letter of Guaranty should be duly notarized. d. In case of foreign parent company or where the RE Applicant is a foreign corporation, the documents shall be duly authenticated or apostilled and with English translation 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Applicant fills-out the form, upload the complete documentary requirements, and submits thru the EVOSS System</p>	<p>1.1 Concerned REMB Division checks the completeness and consistency of the submission, and ITMS-ISD validates the area applied for the RE Project within three (3) working days^(*)</p> <p>*If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day</p>			<p>Chief, Concerned REMB Division</p> <p>Chief, ITMS-ISD</p>
	<p>1.1.1 If the submission is complete and</p>			<p>Chief, Concerned REMB Division</p>

	the area is valid, Concerned REMB Division thru EVOSS uploads the Order of Payment to pay for the application and processing fees within five (5) working days; EVOSS notifies LS, FS and ITMS on the complete submission			
	1.1.2 If the area is valid, while the submission is incomplete, Concerned REMB Division thru EVOSS notifies the Applicant to complete the submission			
	1.1.3 If the area is not valid, ITMS-ISD thru EVOSS notifies the Applicant and Concerned REMB Division that the application is denied.			Chief, ITMS-ISD
2. Applicant resubmits the lacking documents <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i>	2.1 Concerned REMB Division checks the completeness of the submission, and ITMS-ISD validates the area applied for the RE Project within three (3) working days* *If not acted upon by Concerned REMB Division			Chief, Concerned REMB Division and Director, ITMS

	and ITMS within three (3) working days, EVOSS shall issue DEEMED COMPLETE Certificate.			
	2.1.1 If the submission is complete and the area is valid, Concerned REMB Division thru EVOSS uploads the Order of Payment for the RE Applicant to pay for the application and processing fees within five (5) working days; EVOSS notifies LS, FS and ITMS on the complete submission			Chief, Concerned REMB Division
	2.1.2. If the area is valid, while the submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer on the cancellation of application due to incomplete submission			
	2.1.3 If the area is not valid, ITMS-ISD thru EVOSS notifies the Applicant and Concerned REMB Division that the application is denied.			Chief, ITMS-ISD

<p>3. Applicant pays thru the DOE Cashier or other modes of payment within five (5) working days</p> <p><i>Note: If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned</i></p>	<p>3.1 If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division validates the proof of payment within one (1) working day</p>	<p>Geothermal, Solar, and Wind - Application Fee – Php 11, 600.00</p> <p>Processing Fee – Php 6.50 / hectare</p> <p>Hydro and Ocean – Application Fee – Php 1,000.00</p> <p>Processing Fee – Php 23, 850.00</p> <p>Biomass – Application and Processing Fees – Php 12,650.00</p>		<p>Chief, Concerned REMB Division</p>
	<p>3.1.1 If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1)</p>			
	<p>3.1.2 If payment is not valid, EVOSS notifies the Applicant thru a system generated email to rectify the payment within two (2) working days.</p>			<p>Chief, Concerned REMB Division Chief, Concerned REMB Division</p>
<p>4. The Applicant rectifies the proof of payment</p>	<p>4.1 If payment is rectified, EVOSS notifies Concerned</p>			

<p>Note: <i>If failure to rectify within 2 working days, the Applicant will receive notification of deemed abandoned</i></p>	<p>REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division validates the proof of payment within 1 working day.</p>			
	<p>4.1.1 If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1).</p>			
	<p>4.1.2 If payment is not valid, EVOSS notifies the Applicant thru a system generated email of the notice of disqualification</p>			<p>Chief, Concerned REMB Division Chief, Concerned REMB Division</p>
	<p>4.2 If payment is valid, EVOSS notifies Concerned REMB Division, LS, FS, and ITMS thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division, LS, and FS to conduct simultaneous Technical, Legal, and Financial evaluations.</p>		<p>5 Calendar Days</p>	<p>Director, REMB Director, LS Director, FS</p>
	<p>4.3 Concerned REMB Division consolidates the evaluation results and submit the</p>		<p>2 Calendar Days</p>	<p>Chief, Concerned REMB Division Director, REMB</p>

	recommendation to the REMB Director.			
	<p>4.3.1 If passed, EVOSS notifies ITMS to prepare the Contract Map and Concerned REMB Division prepares the RE Contract, COR and Memorandum recommending the Award to LS</p> <p>4.3.2 If the application failed the evaluation, Concerned REMB Division thru EVOSS notifies the Applicant to rectify the submission within ten (10) working days.</p> <p><i>Note: If the applicant fails to rectify the submission within ten (10) working days, the application is deemed abandoned</i></p>			<p>Chief, Concerned REMB Division</p> <p>Director, REMB</p> <p>Director, ITMS</p>
5. Applicant rectifies the submission	5.1 EVOSS notifies Concerned REMB Division, LS, and FS on the submission, and start the simultaneous Technical, Legal, and Financial evaluations.		3 Calendar Days	<p>Chief, Concerned REMB Division,</p> <p>Director, REMB</p> <p>Director, LS</p> <p>Director, FS</p>
	5.2 Concerned REMB Division consolidates the Evaluation Result		2 Calendar Days	Chief, Concerned REMB Division

	and submit the recommendation to the REMB Director.			Director, REMB
	5.2.1 If passed, EVOSS notifies ITMS to prepare the Contract Map and Concerned REMB Division prepares the RE Contract, COR and Memorandum recommending the Award to LS		3 Calendar Days	Chief, Concerned REMB Division Director, ITMS
	5.2.2 If failed, Concerned REMB Division thru EVOSS notifies the Applicant, LS, FS, and ITMS on the disqualification.		3 Calendar Days	Chief, Concerned REMB Division
	5.3 LS concurrence on the recommendation		2 Calendar Days	Director, LS
	5.4 After LS concurred, Concerned REMB Division endorses the application to the Assistant Secretary and Undersecretary on the recommendation		2 Calendar Days	Chief, Concerned REMB Division
	5.5 Assistant Secretary acts on the recommendation		2 Calendar Days	Office of the Assistant Secretary
	5.5.1 If concurred, Concerned REMB Division endorses to the		2 Calendar Days 2 Calendar Days	Chief, Concerned REMB Division

	Undersecretary for concurrence			
	5.5.2 If not concurred, Concerned REMB Division thru EVOSS notifies the Applicant, LS, FS and ITMS on the disapproval			Chief, Concerned REMB Division Office of the Assistant Secretary
	5.6 Undersecretary acts on the recommendation			
	5.6.1 If the Undersecretary concurs the recommendation, Concerned REMB Division notifies thru EVOSS the Applicant to pre-sign the contract within thirty (30) Calendar Days		1 Calendar Day	Chief, Concerned REMB Division
	5.6.2 If not concurred, Concerned REMB Division thru EVOSS notifies the Applicant, LS, FS and ITMS on the disapproval			Chief, Concerned REMB Division Chief, Concerned REMB Division
6. Applicant pre-signs the RE contract and submits to DOE Note: Failure to pre-sign the RE Contract within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned	6.1 Concerned REMB Division validates the pre-signed RE Contract within one (1) working day Note: *If applicant failed to pre-sign the RE Contract within the prescribed period of thirty (30)			

	calendar days, EVOSS notifies the Applicant, Concerned REMB Division, LS, FS and ITMS that the application is deemed abandoned.			
	6.2 The Secretary acts on the pre-signed RE contract		7 Calendar Days	Office of the Secretary
	6.2.1 If the Secretary signed the RE contract, Concerned REMB Division thru EVOSS issues the Order of Payment and the RE Applicant to pay for the signing fee within fifteen (15) calendar days Note: If applicant fails to pay the signing fee within fifteen (15) calendar days, RE application is deemed abandoned.		1 Calendar Day	Chief, Concerned REMB Division

	6.2.2 If not approved, Concerned REMB Division thru EVOSS notifies the Applicant, LS, FS and ITMS on the disapproval			
7. Applicant pays the signing fee	7.1 Concerned REMB Division validates the payment within one (1) working day	<p>Biomass – Signing Fee – Php5.00/kW with installed capacity of 1MW and below; and Php50,000.00 if above 1MW</p> <p>Geothermal – Signing Fee – Php100.00/has.</p> <p>Solar – Signing Fee – Php5.00/kW</p> <p>Hydro – Signing Fee – Php5.00/kW</p> <p>Ocean – Signing Fee – Php100.00/has.</p> <p>Wind – Signing Fee – Php100.00/has.</p>		Chief, Concerned REMB Division Chief, Concerned REMB Division
	7.1.1 If payment is valid, Concerned REMB Division thru EVOSS uploads the copy of the signed		1 Calendar Day	Chief, Concerned REMB Division

	and notarized RE Contract and COR			
	7.1.2 If payment is not valid, EVOSS will notify the applicant to rectify the payment within two (2) working days			
	7.1.3 If applicant failed to pay the signing fee or after rectification the payment is still not valid, Concerned REMB Division thru EVOSS notifies the Applicant, LS, FS and ITMS that the application is deemed Abandoned			
8. Applicant picks-up the signed and notarized RE Contract and COR				
	8.1 If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, LS, FS, ITMS and Applicant of the issuance of Deemed Approved Certificate.			
Total Number of Days		31 Calendar Days		



Issuance of Endorsement to other Concerned National Government Agencies and Local Government Units

Office or Division:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government to Business			
Who may avail:	Renewable Energy (RE) Developers that are fully compliant with material obligations stipulated in the RE Contract			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request from the RE Developer including the addressee of the endorsement.		Provided by the RE Developer		
2. Copy of proof of Payment of Signature Bonus (for newly awarded contracts only)		Provided by the RE Developer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses a RE Project from the List in EVOSS System associated to the Company		None		
2. RE Developer submits thru the EVOSS system the complete set of documentary requirements <i>Note: RE Developer selects the specific application from the EVOSS list of NGAs and LGUs for issuance of endorsement letter/s</i>	2.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days *If not acted within three (3) working days, EVOSS System notify the RE Developer of the issuance of the Deemed Complete Certificate and notify Concerned REMB			Chief, Concerned REMB Division

	<p>Division to process the request.</p> <p>2.1.1. If submission is complete, EVOSS creates the deliverable and sets DOE time to start (Day 1).</p> <p>Concerned REMB Division conducts the evaluation.</p> <p>2.1.2. If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer to update the submission.</p>			
<p>3. RE Developer submits thru the EVOSS System the updated application</p>	<p>3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p>* If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request.</p>	<p>None</p>		<p>Chief, Concerned REMB Division</p>

	<p>3.1.1. If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (start of Day 1).</p> <p>Concerned REMB Division conducts the evaluation.</p>			
<p>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</p>	<p>3.1.2. If the submission is incomplete, Concerned REMB Division thru the EVOSS System notifies the RE Developer to update the submission</p>			
	<p>3.2. Concerned REMB Division prepares the Endorsement Letter/s and endorses to the REMB Director</p>	None	2 Calendar days	Chief, Concerned REMB Division
	<p>3.2.1. If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval.</p>			
	<p>3.3. REMB Director acts on the Application</p>		2 Calendar days	Director, REMB

	3.3.1. If approved, Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the Endorsement Letter/s		1 Calendar day	Chief, Concerned REMB Division
	3.3.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval.			
	3.4. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate			
Total Number of Days		5 Calendar Days		



Processing of Safety Officers Permit for Renewable Energy Developers

Note: *This process is ISO Certified.*

In compliance with Department Circular No. DC2012-11-0009 otherwise known as “*Renewable Energy Safety, Health and Environment Rules and Regulations*” pursuant to the provisions of RA No. 9513

Office of Division:	Renewable Energy Management Bureau – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail	RE Developer with valid RE Contract awarded under the RE Act and are currently in Development and Commercial/Operational Stage	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. A duly accomplished and sworn application with emphasis on service record;		EVOSS
2. Endorsement from the RE Developer;		
3. Digital 2" X 2" (minimum 600x600 pixels) size pictures (any plain background color; dress code: with collar) taken not less than three (3) months at the time of application; and		Provided by Applicant
4. Proof of qualification (For new applicants only):		
a. For duly licensed engineer: Valid PRC license, Certificate of Employment showing at least two (2) years actual experience in occupational safety in the RE industry, and Basic Occupational Safety and Health (BOSH) Training Certificate;		
b. For Degree holder or two years in college: Diploma or Transcript of Records, Certificate of Employment showing at least five (5) years actual		

experience in occupational safety in the RE industry, and BOSH Training Certificate; and				
c. For DOLE Safety Practitioner: Valid Certificate of Accreditation				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses an RE Project from the List in EVOSS associated with the Company				
2. RE Developer submits online thru the EVOSS system the complete set of documentary requirements	<p>2.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days</p> <p>*If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day</p>			<i>Chief, Concerned REMB Division</i>

	<p>2.1.1. If the submission is complete the Concerned REMB Division uploads the copy of the Order of Payment within one (1) working day</p> <p>EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days.</p>			
	<p>2.1.2. If not complete, Concerned REMB Division notifies the RE Developer of the incomplete submission.</p>			
<p>3. RE Developer submits thru the EVOSS system the updated application</p> <p>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</p>	<p>3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p>* If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned</p>			<p><i>Chief, Concerned REMB Division</i></p>

	REMB Division of the issuance of Order of Payment within one (1) working day			
	<p>3.1.1. If the submission is complete, Concerned REMB Division uploads the copy of the Order of Payment.</p> <p>EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days</p>			
	3.1.2. If not complete, Concerned REMB Division thru EVOSS notifies the RE Developer on the cancellation of application due to incomplete submission			
<p>4. RE Developer pays thru the DOE Cashier or other modes of payment</p> <p><i>Note:</i></p> <p><i>If failure to pay within five (5) working days, the RE Developer will</i></p>	<p>4.1. If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division validates the proof of payment</p>	<p>Application Fee - Php 550.00</p>		<p><i>Chief, Concerned REMB Division</i></p>

<i>receive notification of deemed abandoned</i>	within one (1) working day			
	4.1.1. If payment is valid, EVOSS creates the deliverables in EVOSS and sets DOE time to START (Start of Day 1)			
	4.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system generated email to rectify the payment within two (2) working days.			
5. RE Developer rectifies the proof of payment <i>Note:</i> <i>If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned</i>	5.1. If payment is rectified, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been rectified. Concerned REMB Division validates the proof of payment within 1 working day.			<i>Chief, Concerned REMB Division</i>
	5.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1).			<i>Chief, Concerned REMB Division</i>

	5.1.2. If payment is not valid, the EVOSS notifies the RE Developer thru a system generated of the notice of disqualification			
	5.2. If rectified payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.			
	5.3. Concerned REMB Division conducts Technical Evaluation		5 Calendar Days	<i>Chief, Concerned REMB Division</i>
	5.3.1. If qualified, Concerned REMB Division endorses the Application to the REMB Director			
	5.3.2. If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval			
	5.4. REMB Director acts on the Application		5 Calendar Days	<i>Director, REMB</i>

	5.4.1. If approved, Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the Approved Safety Officer's Permit.		1 Calendar Day	<i>Chief, Concerned REMB Division</i>
	5.4.2. If disapproved, EVOSS notifies the RE Developer of the disapproval.			
	5.5. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate.			
Total Number of Days			11 Calendar Days	



Revision of Work Program

Office or Division:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Business			
Who may avail:	RE Developers with valid RE Contracts awarded under the RE Act			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request with justification from the RE Developer addressed to REMB Director		Provided by applicant		
2. Revised Work Program following the prescribed template in Annex I of DC2019-10-0013 with Narrative.				
3. Accomplishment Report vis-à-vis Work Program				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses a RE Project from the List in EVOSS associated to the Company				
2. RE Developer submits thru the EVOSS system the complete set of documentary requirements	2.1. Concerned REMB Division checks the completeness and consistency of the submission within <i>three (3) working days</i> * If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division, LS and FS to conduct evaluations.	None		Chief, Concerned REMB Division

	2.1.1. If submission is complete, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1)			
	2.1.2. If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer to update the submission			
3. RE Developer submits thru the EVOSS system the updated application	<p>3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p>* If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request.</p>	None		Chief, Concerned REMB Division
	3.1.1. If the submission is complete, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1)			
	3.1.2. If the submission is not complete, Concerned REMB Division			

	<p>thru EVOSS notifies the RE Developer to update the submission</p> <p>*The process continues until such time that the RE Developer submits the complete documents.</p>			
	<p>3.2. Concerned REMB Division, Legal Services (LS) and Financial Services (FS) conducts simultaneous Technical, Legal (if necessary), and Financial (for pre-development only) Evaluations</p>		<p>5 Calendar days</p>	<p><i>Chief, Concerned REMB Division</i></p> <p><i>Director, REMB</i></p> <p><i>Director, LS</i></p> <p><i>Director, FS</i></p>
	<p>3.3. Concerned REMB Division consolidates the Technical, Legal and Financial Evaluations</p>			
	<p>3.3.1. If qualified, Concerned REMB Division thru REMB and LS Directors endorses the recommendation to the Assistant Secretary</p>	<p>None</p>	<p>2 Calendar days</p>	<p><i>Chief, Concerned REMB Division</i></p> <p><i>Director, REMB</i></p>
	<p>3.3.2. If not qualified, EVOSS system notifies the RE Developer to submit the rectified documents within fourteen (14) calendar days</p>			

<p>4. RE Developer submits thru the EVOSS system the rectified application documents</p> <p><i>Note:</i></p> <p><i>If failure to rectify within 14 calendar days, the RE Developer will receive notification of disqualification</i></p>	<p>4.1. EVOSS notifies Concerned REMB Division thru a system generated email that application has been rectified.</p> <p>Concerned REMB Division, LS and FS conducts Technical, Legal and Financial evaluations, whichever is applicable</p>		<p>2 Calendar days</p>	<p><i>Chief, Concerned REMB Division Director, REMB Director, LS Director FS</i></p>
	<p>4.1.1. If qualified, Concerned REMB Division thru REMB and LS Directors endorses the recommendation to the Assistant Secretary</p>			<p><i>Chief Concerned REMB Division</i></p>
	<p>4.1.2. If not qualified, Concerned REMB Division thru EVOSS System notifies the RE Developer, FS and LS on the Disapproval of the Revision of Work Program</p>			<p><i>Director, REMB</i></p>
	<p>4.2. LS concurs on the recommendation of REMB</p>		<p>2 Calendar days</p>	<p><i>Director, Legal Services</i></p>
	<p>4.3. Assistant Secretary acts on the recommendation</p>			<p><i>Office of the Assistant Secretary</i></p>
	<p>4.3.1. If approved, Concerned REMB Division endorses the recommendation to the Undersecretary</p>	<p>None</p>	<p>2 Calendar days</p>	<p><i>Chief, Concerned REMB Division</i></p>
	<p>4.3.2. If disapproved, Concerned</p>			

	REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the Disapproval of the Revision of Work Program.			
	4.4. Undersecretary acts on the recommendation		2 Calendar days	<i>Office of the Undersecretary</i>
	4.4.1. If approved, Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the Letter		1 Calendar day	<i>Chief, Concerned REMB Division</i>
	4.4.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS of the Disapproval of the Revision of the Work Program			
	4.5. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate			
Total Number of Days		16 Calendar Days		



Issuance of Certificate of Endorsement (COE) for Duty-Free Importation Certification (DFIC)

Office or Division:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Business			
Who may avail:	Registered RE Developer <i>Pursuant to Section 15(b) of RA 9513, within the first ten (10) years upon the issuance of a Certification of Registration</i>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Form and sworn to by a duly authorized officer of the Applicant before a Notary Public		EVOSS		
2. Board of Investment (BOI) Certificate of Registration		Board of Investment		
3. Pro forma Invoice		Provided by applicant		
4. Computation of Estimated Duties to be waived				
5. Technical Data Specification				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses a RE Project from the List in EVOSS associated to the Company				
2. RE Developer submits thru the EVOSS system the complete set of documentary requirements	2.1. Concerned REMB Division checks the completeness and consistency of the submission within <i>three (3) working days</i> * If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned			<i>Chief, Concerned REMB Division</i>

	REMB Division of the issuance of Order of Payment within one (1) working day			
	2.1.1. If the submission is complete, Concerned REMB Division uploads the copy of the Order of Payment. EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days.			
	2.1.2. If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer to update the submission			
3. RE Developer submits thru the EVOSS system the updated application	3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days* * If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day			
	3.1.1. If the submission is complete, the Concerned REMB Division uploads the copy			<i>Chief, Concerned REMB Division</i>

	<p>of the Order of Payment.</p> <p>EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within 5 working days</p>			
<p>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</p>	<p>3.1.2. If not complete, Concerned REMB Division notifies the RE Developer of the incomplete submission*</p>			
<p>4. RE Developer pays thru the DOE Cashier or other modes of payment</p> <p><i>Note:</i></p> <p><i>If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>4.1. If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division validates the proof of payment within one (1) working day</p> <p>4.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1)</p> <p>4.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system generated email to rectify the payment within two (2) working days.</p>	<p>Application Fee - Php750.00</p>		<p><i>Chief, Concerned REMB Division</i></p>

<p>5. The RE Developer rectifies the proof of payment</p> <p><i>Note:</i></p> <p><i>If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>5.1. If payment is rectified, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division validates the proof of payment within 1 working day.</p>			<p><i>Chief, Concerned REMB Division</i></p>
	<p>5.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1).</p>			
	<p>5.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system generated email of the notice of disqualification</p>			
	<p>5.2. If rectified payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division conducts technical evaluation.</p>		<p>5 Calendar days</p>	<p><i>Chief, Concerned REMB Division Director, REMB</i></p>
	<p>5.2.1. If passed, Concerned REMB Division thru EVOSS notifies the Legal Services (LS) to proceed with the evaluation</p>			

	5.2.2. If failed the technical evaluation, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval			
	5.3. LS conducts the evaluation and concurs on the Memorandum to the Undersecretary.		5 Calendar days	<i>Director, Legal Services</i> <i>Chief, RELSD</i>
	5.4. Assistant Secretary acts on the recommendation.		3 Calendar days	<i>Office of the Assistant Secretary</i>
	5.4.1. If concurred, Concerned REMB Division endorses the recommendation to the Undersecretary			
	5.4.2. If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer on the disapproval.			
	5.5. Undersecretary acts on the recommendation.		3 Calendar days	<i>Office of the Undersecretary</i>
	5.5.1. If concurred, Concerned REMB Division further process the application			
	5.5.2. If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer on the disapproval.			

	5.6. Concerned REMB Division endorses the COE-DFIC to REMB Director for signature		5 Calendar days	<i>Chief, Concerned REMB Division Director, REMB</i>
	5.6.1. If approved, Concerned REMB Division notifies thru EVOSS the RE Developer on the approval and uploads a copy of the approved COE-DFIC.		1 Calendar day	<i>Chief, Concerned REMB Division</i>
	5.6.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer on the disapproval			
	5.7. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate			
Total Number of Days			22 Calendar Days	



Assignment/Transfer of Renewable Energy Service Contract

Office or Division:	Renewable Energy Management Bureau (REMB) Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business	
Who may avail:	Registered RE Developer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application letter addressed to the REMB Director	2. Approved/Notarized Deed of Assignment	Provided by applicant
3. Assignee's Articles of Incorporation and By-Laws		
4. Assignee's Latest General Information Sheet (GIS) stamped - received by the SEC	5. Assignee's Valid Business Permit	Securities and Exchange Commission
6. Assignee's Corporate structure and name of the officers of the assignee company		
7. Assignee's List of Technical Consultants		
8. Assignee's Original copy of Certification from Board of Directors authorizing its representative to negotiate and enter into an RE Contract with the DOE	9. Guarantee in writing by the Assignor to the DOE on the performance of the assigned obligations as mandated under Section 22(ii) of Department Circular No. DC2009-07-0011	Concerned Local Government Unit/s (Mayor's Office)
10. Accomplishment Report of the Assignor vis-à-vis work and financial commitments under the approved Work Program/Plan		
		Provided by applicant

<p>11. Assignee's Financial Documents:</p> <ul style="list-style-type: none"> a. Audited Financial Statement for the last two (2) years; b. Current Unaudited Financial Statement; c. Current Bank Certificate; and d. Projected Cash Flow Statement for 2 years 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses a RE Project from the List in EVOSS associated to the Company				
2. RE Developer submits thru the EVOSS system the complete set of documentary requirements	<p>2.1. Concerned REMB Division checks the completeness and consistency of the submission within <i>three (3) working days</i></p> <p>* If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day</p>			<p><i>Chief, Concerned REMB Division</i></p>
	<p>2.1.1. If the submission is complete, Concerned REMB Division uploads the copy of the Order of Payment.</p> <p>EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days.</p>			

	<p>2.1.2. If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer to update the submission</p>			
<p>3. RE Developer re-submits thru the EVOSS system the set of documentary requirements</p>	<p>3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p>* If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day</p>			<p><i>Chief, Concerned REMB Division</i></p>
	<p>3.1.1. If the submission is complete, Concerned REMB Division uploads the copy of the Order of Payment.</p> <p>EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days</p>			

	<p>3.1.2. If not complete, Concerned REMB Division notifies the RE Developer of the incomplete submission.</p> <p>*The process continues until such time that the RE Developer submits the complete documents.</p>			
<p>4. RE Developer pays thru the DOE Cashier or other modes of payment</p> <p><i>Note:</i></p> <p><i>If failure to pay within 5 working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>4.1. If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division validates the proof of payment within one (1) working day</p>	<p>Application Fee - Php 4,350.00</p>		<p><i>Chief, Concerned REMB Division</i></p>
<p>4.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1)</p>				
<p>4.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system</p>				

	generated email to rectify the payment within two (2) working days.			
<p>5. The RE Developer rectifies the proof of payment</p> <p><i>Note:</i></p> <p><i>If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>5.1. If payment is rectified, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division validates the proof of payment within one (1) working day.</p>			<p><i>Chief, Concerned REMB Division</i></p>
	<p>5.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1).</p>			
	<p>5.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system generated email of the notice of disqualification</p>			
	<p>5.2. If rectified payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division, Legal Services (LS) and Financial Services (FS) conduct simultaneous Technical, Legal, and Financial Evaluations.</p>		<p>7 Calendar days</p>	<p><i>Chief, Concerned REMB Division Director, REMB Director, LS Director, FS</i></p>

	5.3. Concerned REMB Division consolidates all the evaluation results and recommends to the REMB Director for further action		2 Calendar days	Chief, Concerned REMB Division Director, REMB
	5.3.1. If qualified, Concerned REMB Division endorses thru REMB Director the recommendation for approval of LS			
	5.3.2. If not qualified, EVOSS system notifies the RE Developer to submit rectified documents within fourteen (14) calendar days			
6. RE Developer submits thru the EVOSS system the rectified application documents <i>Note:</i> <i>If failure to rectify within fourteen (14) calendar days, the RE Developer will receive notification of deemed abandoned</i>	6.1. EVOSS notifies Concerned REMB Division, LS and FS thru a system generated email that the application has been rectified. Concerned REMB Division, LS and FS conduct simultaneous Technical, Legal, and Financial re-evaluations		5 Calendar days	Chief, Concerned REMB Division Director, REMB Director, LS Director, FS
	6.2. Concerned REMB Division consolidates all the re-evaluation results		2 Calendar days	Chief, Concerned REMB Division Director, REMB
	6.2.1. If qualified, Concerned REMB Division endorses to LS to concur on the Memorandum to the Secretary,			

	new Certificate of Registration (COR) and Approval Letter			
	6.2.2. If not qualified, Concerned REMB Division thru EVOSS System notifies the RE Developer, LS, and FS of the Disapproval of assignment of RE Contract			
	6.3. LS Concur on the Endorsement Memorandum to the Secretary, COR, and Approval Letter		2 Calendar days	<i>Chief, RELSD Director, LS</i>
	6.4. Assistant Secretary acts on the recommendation.		2 Calendar days	<i>Office of the Assistant Secretary</i>
	6.4.1. If approved, Concerned REMB Division endorses the recommendation to the Undersecretary			<i>Chief, Concerned REMB Division</i>
	6.4.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of the assignment of RE Contract			
	6.5. Undersecretary acts on the recommendation.		2 Calendar days	<i>Office of the Undersecretary</i>
	6.5.1. If approved, Concerned REMB Division endorses the			<i>Chief, Concerned REMB Division</i>

	recommendation to the Secretary.			
	6.5.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS of the Disapproval of the assignment of RE Contract.			
	6.6. Secretary acts on the recommendation		7 Calendar days	<i>Office of the Secretary</i>
	6.6.1. If approved, Concerned REMB Division notifies thru EVOSS the RE Developer, LS and FS on the approval and uploads thru the EVOSS a copy of the Letter approving the assignment of RE Contract and the new COR.		2 Calendar days	<i>Chief, Concerned REMB Division</i>
	6.6.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS and FS of the Disapproval of assignment of RE Contract.			
	6.7. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the			

	issuance of the Deemed Approved Certificate			
Total Number of Days		31 Calendar Days		



Request for Reinstatement of RE Contract

Office or Division:	Renewable Energy Management Bureau – Biomass Energy Management Division (BEMD) / Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division / Hydropower and Ocean Energy Management Division (HOEMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business			
Who may avail:	As per Section 32 of DC2019-10-0013, Renewable Energy (RE) Developer/s whose RE Contract was terminated may file a request for reconsideration within ten (10) working days from the receipt of notice.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Motion for Reconsideration* from the applicant addressed to REMB Director			RE Developer	
2. Supporting documents to the justification on grounds for termination <i>*Complete documents must be filed within ten (10) working days from the applicant's receipt of notice of termination</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses an RE Project from the List in EVOSS associated to the Company		None		
2. RE Developer submits online thru the EVOSS system the complete set of documentary requirements	2.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days * If not acted within three (3) working days, EVOSS System generates a Deemed Complete	None		Chief, Concerned REMB Division

	Certificate and notify Concerned REMB Division, Legal Services (LS) and Financial Services (FS) to conduct evaluations.			
	2.1.1. If submission is complete, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1)			
	2.1.2. If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer of the incomplete submission			
3. RE Developer submits thru the EVOSS system the updated submission	<p>3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p>* If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division, LS, and FS to conduct evaluations.</p>			<i>Chief, Concerned REMB Division</i>
	3.1.1. If submission is complete, EVOSS creates the deliverables and sets DOE time to	None		

	START (Start of Day 1)			
Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.	3.1.2. If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer of the incomplete submission and system generated email of the notice of disqualification.			
	3.1.3. Concerned REMB Division conducts simultaneous Technical, Legal, and Financial Evaluations.		10 Calendar Days	<i>Chief, Concerned REMB Division</i> <i>Director, REMB</i> <i>Director, LS</i> <i>Director, FS</i>
	3.1.4. Concerned REMB Division consolidates the results of evaluation			
	3.1.5. If qualified, Concerned REMB Division thru the REMB Director endorses the recommendation to the LS Director for concurrence		5 Calendar Days	<i>Chief, Concerned REMB Division</i> <i>Director, REMB</i>
	3.1.6. If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the disapproval of application			
	3.2. LS concurs on the recommendation		3 Calendar Days	<i>Director, LS</i>

	3.3. Assistant Secretary acts on the recommendation			<i>Office of the Assistant Secretary</i>
	3.3.1. If approved, Concerned REMB Division endorses the recommendation to the Undersecretary	None	3 Calendar Days	<i>Chief, Concerned REMB Division</i>
	3.3.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the Disapproval of the Application			
	3.4. Undersecretary acts on the recommendation		3 Calendar Days	<i>Office of the Undersecretary</i>
	3.4.1. If approved, Concerned REMB Division endorses the recommendation to the Secretary			
	3.4.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS on the Disapproval of the Application			
	3.5. Secretary acts on the recommendation		5 Calendar Days	<i>Office of the Secretary</i>

	3.5.1. If approved, Concerned REMB Division notifies thru EVOSS the RE Developer, LS, and FS on the approval and uploads a copy of the Letter approving the RE Contract Reinstatement		2 Calendar Days	<i>Chief, Concerned REMB Division</i>
	3.5.2 If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, LS, and FS of the Disapproval of Application			
	3.6. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division and RE Developer on the issuance of the Deemed Approved Certificate	None		
Total Number of Days		31 Calendar Days		



Pre-Application Process (For Geothermal, Hydropower, Ocean, Wind and Solar Projects – Except for Solar Rooftop & Solar Microgrid)

An applicant shall submit the written notice or document submitted by a Person to the DOE, indicating interest in the exploration, development, utilization, and commercialization of RE Resource.

Office or Division:	Renewable Energy Management Bureau (REMB) Geothermal Energy Management Division (GEMD) / Solar and Wind Energy Management Division (SWEMD) / Hydropower and Ocean Energy Management Division (HOEMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who may avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the Department Circular No. DC2019-10-0013
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent (LOI) Addressed to REMB Director	Template LOI Letter (Annex H of DC2019-10-0013)
2. Area of Interest following the mapping requirements provided below:	
2.1 Mapping Requirements for Area Verification of RE Projects	
2.1.1 Location/Sketch map* of the project area/site showing its boundaries in relation to major environmental features using NAMRIA topographic map or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydropower).	Provided by the Applicant <i>Template maps are provided in the EVOSS Downloadable Forms</i>
2.1.2 Photocopy of PRC Card & Professional Tax Receipt of the	Provided by the Applicant

geodetic engineer (validity should cover the date of map preparation)				
2.1.3 Excel file (see TD_FORM.xls*) containing the PRS'92 geographic coordinates of all boundary corners (except for Hydropower Application)		<p>Provided by the Applicant</p> <p><i>Template forms are provided in the EVOSS Downloadable Forms</i></p>		
NOTES:				
1. Project Area/Site – an RE project area/site subject to Area Verification.		<p>* - The following maps and forms could be accessed through EVOSS under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms)</p> <p>Sample Map 1 – Blocking</p> <p>Sample Map 2 – Non-Blocking</p> <p>Sample Map 3 – Hydro Power Project</p> <p>TD_FORM.xls</p>		
2. Location/Sketch Map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer.				
3. TD_FORM.xls* - use the Excel file which is download from EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map.				
4. Computation of Area - For project area conforming to the RE blocking system the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.				
<i>Reminder: The required geographic coordinates system is PRS '92. Locations from Google Earth has different coordinate system.</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. If Applicant has no account in the EVOSS, request for account thru Concerned REMB Division	1.1 Concerned REMB Division registers the Applicant in the EVOSS System	None		Chief, Concerned REMB Division

2. Applicant submits thru the EVOSS system the complete set of documentary requirements	2.1 ITMS-ISD checks the completeness and consistency of the submission within three (3) working days			Chief, ITMS-ISD
	2.1.1 If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (Day 1)	None		
	2.1.2 If submission is incomplete, ITMS-ISD thru EVOSS notifies the Applicant on the incomplete submission or for rectification.			
3. Applicant submits thru the EVOSS System the updated application	3.1 ITMS-ISD checks the completeness and consistency of the submission within three (3) working days*			
<i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i>	* If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division to process the request.			
	3.1.1 If submission is complete, EVOSS creates the deliverable and sets DOE time to start (start of Day 1).			

	ITMS-ISD conducts area verification			
	3.1.2 If submission is incomplete, ITMS-ISD thru EVOSS notifies the RE Developer on the cancellation of application due to incomplete submission			
	3.2 ITMS-ISD conducts area verification		14 working days	Chief, ITMS-ISD Director, ITMS and Chief, Concerned REMB Division
	3.2.1 If qualified, ITMS-thru EVOSS endorses the area verification result to Concerned REMB Division for clearance.			
	3.2.3 If not qualified, ITMS-ISD thru EVOSS informs the applicant on the cancellation of request due to technical problem (i.e. inconsistent data, erroneous and non-compliant mapping requirements)			
	3.3 Concerned REMB Division thru the Assistant Director endorses the final verification results and uploads the letter of results in the EVOSS.		3 working days	Chief, Concerned REMB Division Assistant Director, REMB
	3.4 If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, ITMS-ISD and RE Developer on the issuance of the Deemed Approved Certificate			
Total Number of Days		17 Working Days		



Transition from Pre-Development to Development Stage

Office or Division:	Hydropower and Ocean Energy Management Division (HOEMD), Geothermal Energy Management Division (GEMD), and Solar and Wind Energy Management Division (SWEMD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Renewable Energy (Hydro, Ocean, Geothermal, Solar ¹ , and Wind) Developers with valid Service Contracts	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Letter of DOC indicating the capacity of the project in megawatt (MW) and megawatt peak (MWP), if solar.		
2. Gantt Chart of the initial 5-Year Work Plan with Narrative following an approved template (Annex I-1 of the DC2019- 10-0013)	Annex I of the Department Circular No. DC2019-10-0013 https://www.doe.gov.ph/sites/default/files/pdf/isuances/dc2019-10-0013-annex-i.PDF	
3. Map of the Production Area following the mapping requirements provided below:		
3.1 Mapping Requirements for Area Verification of RE Projects		
3.1.1 Location/Sketch map* of the project area/site showing its boundaries in relation to major environmental features using NAMRIA topographic map or any available administrative basemap at least 1:50,000 scale with equivalent PRS'92 geographic coordinates of all boundary corners of the project area or powerhouse and weir/dam locations with elevations above Mean Sea Level (For Hydropower).	<p>Provided by the RE Developer</p> <p><i>Template maps are provided in the EVOSS Downloadable Forms</i></p>	

<p>3.1.2 Photocopy of PRC Card & Professional Tax Receipt of the geodetic engineer (validity should cover the date of map preparation)</p>	<p>Provided by the RE Developer</p>
<p>3.1.3 Excel file (see TD_FORM.xls*) containing the PRS'92 geographic coordinates of all boundary corners (except for Hydropower Application)</p>	<p>Provided by the RE Developer</p> <p><i>Template forms are provided in the EVOSS Downloadable Forms</i></p>
<p>NOTES:</p>	
<p>1. Project Area/Site – an RE project area/site subject to Area Verification.</p>	<p>* - The following maps and forms could be accessed through EVOSS under Downloadable Forms (https://www.evoss.ph/Home/Documents?categoryName=Downloadable%20Forms)</p> <p>Sample Map 1 – Blocking Sample Map 2 – Non-Blocking Sample Map 3 – Hydro Power Project TD_FORM.xls</p>
<p>2. Location/Sketch Map* - shall reflect all the map details found in the Sample Maps* applicable to the category of the project area. It should be duly prepared, certified, signed and sealed (visible seal on scanned copy) by a licensed Geodetic Engineer.</p>	
<p>3. TD_FORM.xls* - use the Excel file which is download from EVOSS website and accomplish the form by providing the equivalent PRS '92 geographic coordinates of the project boundary corners. Provide a scanned copy with proper certification, signature, and visible GE seal, if TD cannot be reflected on the map.</p>	
<p>4. Computation of Area - For project area conforming to the RE blocking system the total area shall be computed as 81 hectares per RE block, otherwise the projected area (PTM-Zone I to V) will be considered.</p>	
<p><i>Reminder: The required geographic coordinates system is PRS '92. Locations from Google Earth has different coordinate system.</i></p>	

<p>4. Signed and Notarized Affidavit of Acquisition of Possessory Rights following the approved template:</p> <p>For Private Property:</p> <p>a. Affidavit on Acquisition of Ownership/Possessory Rights over Private Property</p> <p>For Public Property:</p> <p>b. Affidavit of Filing of Application to Acquire Ownership/Possessory Rights over Public Property</p> <p>c. Board Resolution authorizing the affiant to execute the instrument for and on behalf of the RE Developer</p>	<p>Annex “C” of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1)</p> <p>Annex “D” of DOE Advisory No. 3 dated 29 April 2023 (https://www.doe.gov.ph/announcements/advisory-no-3-modified-possessory-rights-requirements-contract-applications?withshield=1)</p> <p>Provided by the RE Developer</p>
<p>5. Feasibility Study covering the following minimum activities:</p>	<p>Provided by the RE Developer</p>
<p>a. Market Study – must identify assumptions used in a target market/s (e.g. as merchant plant, with Power Purchase Agreement, or in spot market)</p>	
<p>b. Technical Study – with the following supporting documentary requirements:</p>	
<p>i. Resource Assessment Report with raw and processed data</p>	
<p>ii. Final layout, single line diagram, general specifications and annual energy production (AEP) of the project;</p>	
<p>iii. Geotechnical Study Report</p>	
<p>iv. System/Distribution Impact Study Report; and</p>	
<p>v. Detailed Engineering Design of the Project, if applicable</p>	

c. Management Study – containing strategies of development and construction of the project including the entities who will be involved as EPC Contractor, Owner’s Engineer and O & M Contractor covered by Agreements/Contracts, if applicable	
d. Certified true copy of acquired applicable permits, licenses, agreements, endorsements and clearances	
e. Financial/Economic Study – on the results of analysis and interpretation of the viability of the project under the Base Case scenario (P50 or higher) and sensitivity analysis	
i. Financial model/s; and	
ii. Proof of Financial Closing	

¹ Solar projects that are covered by a valid Solar Energy Service Contracts and awarded in accordance with the old guidelines.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses an RE Project from the List in the EVOSS System associated to the Company		None		
2. RE Developer submits thru the EVOSS System the complete documentary requirements	2.1 Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days* <i>*If not acted within three (3) working</i>			<i>Chief, Concerned REMB Division</i>

	<p>days, EVOSS System notify the RE Developer and Concerned REMB Division of the issuance of the Deemed Complete Certificate</p>			
	<p>2.1.1 If submission is complete, EVOSS System creates the deliverable and starts the timeline of DOE (Start of Day 1)</p>			
	<p>2.1.2 If submission is incomplete, Concerned REMB Division thru the EVOSS System notifies the RE Developer to update the submission</p>			
<p>3. RE Developer submits thru the EVOSS System the updated submission</p> <p><i>Note:</i> <i>Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i></p>	<p>3.1 Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p>* If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division, ITMS and LS to conduct evaluations.</p>			

	3.1.1 If submission is complete, EVOSS System creates the deliverable and starts the timeline of DOE (Start of Day 1)	None		
	3.1.2 If the submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer on the cancellation of application due to incomplete submission			
	3.2. Concerned REMB Divisions, ITMS, and LS to conduct the evaluations including the possessory rights and production area, and uploads the Evaluation Results thru the EVOSS (not visible to the RE Developer)	None	7 Calendar Days	<i>Chief, Concerned REMB Division</i> <i>Director, REMB</i> <i>Director, LS,</i> <i>Director, ITMS</i>
	3.3 Concerned REMB Division consolidates all the evaluation results			<i>Chief, Concerned REMB Division</i> <i>Director, REMB</i>

	<p>3.3.1 If qualified, EVOSS system notifies Concerned REMB Division to endorse the memorandum for the Secretary thru the REMB Director on the approval of the application.</p> <p>EVOSS system notifies ITMS to prepare the Production Area Map.</p>	None	2 Calendar Days	<i>Director, ITMS</i>	
	<p>2.3.2 If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS its non-compliances and requires rectification of the submission within thirty (30) calendar days.</p>				
4. RE Developer submits thru the EVOSS system the rectified application documents	4.1. EVOSS System notifies Concerned REMB Division, LS and ITMS on the submission and start the conduct of the simultaneous evaluations.	None	5 Calendar Days	<i>Chief, Concerned REMB Division</i> <i>Director, REMB</i> <i>Director, LS,</i> <i>Director, ITMS</i>	
	4.2 Concerned REMB Division consolidates the evaluation results			2 Calendar Days	<i>Chief, Concerned REMB Division</i>
	4.2.1 If qualified, EVOSS system notifies Concerned REMB Division to endorse the				<i>Chief, Concerned REMB Division</i> <i>Director, REMB,</i>

	<p>memorandum for the Secretary thru the REMB Director on the approval of the application.</p> <p>EVOSS system notifies ITMS to prepare the Production Area Map.</p>			<i>Director, ITMS</i>
	4.2.2 If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS on the disapproval of its application.			
	4.3 Concerned REMB Division endorses the recommendation of award to LS for concurrence	None	2 Calendar Days	
	5.4 After LS concurred, Concerned REMB Division endorses the application to the Assistant Secretary and Undersecretary on the recommendation			<i>Chief, Concerned REMB Division</i> <i>Director, LS</i>
	5.5 Assistant Secretary acts on the recommendation		2 Calendar Days	Office of the Assistant Secretary
	5.5.1 If concurred, Concerned REMB Division endorses to the Undersecretary for concurrence			<i>Chief, Concerned REMB Division</i>

	5.5.2 If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS on the disapproval			
	5.6 Undersecretary acts on the recommendation		2 Calendar Days	Office of the Undersecretary
	5.6.1 If concurred, Concerned REMB Division endorses to the Secretary for consideration			<i>Chief, Concerned REMB Division</i>
	5.6.2 If not concurred, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS on the disapproval			
	5.7 The Secretary acts on the recommendation	None	7 Calendar Days	Office of the Secretary
	5.7.1 If approved, the Secretary signs the letter and Certificate of Confirmation of Commerciality (COCOC)			<i>Chief, Concerned REMB Division</i>
	5.7.2 If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer, ITMS and LS on the disapproval			

	5.8 Concerned REMB Division thru EVOSS System uploads the signed letter and COCOC and informs the RE Developer to pick-up the said documents.		2 Calendar Days	<i>Chief, Concerned REMB Division</i>
	5.9 If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, RE Developer, LS, and ITMS of the issuance of Deemed Approved Certificate.			
Total Number of Days		31 Calendar Days		



Issuance of Endorsement to Purchase/Transfer/Move Explosives

The interagency cooperation between the DOE and PNP for the purchase/transfer/move explosives in line with the government's exploration and development program under the Renewable Energy Act of 2008 (RA 9513).

Office or Division:	Renewable Energy Management Bureau (REMB) Geothermal Energy Management Division (GEMD) / Hydropower and Ocean Energy Management Division (HOEMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Business			
Who may avail:	Registered RE Developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request of the RE Developer		Provided by applicant		
2. Endorsement from Local and Regional or National PNP (Destination)		Local and Regional or National PNP		
3. Inventory of Blasting Magazine		Provided by applicant		
4. Contract between Blasting Contractor and RE Developer				
5. Blasting Scheme/Design				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses a RE Project from the List in EVOSS associated to the Company				
2. RE Developer submits thru the EVOSS system the complete set of documentary requirements	2.1. Concerned REMB Division checks the completeness and consistency of the submission within <i>three (3) working days</i> * If not acted within three (3) working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of			<i>Chief, Concerned REMB Division</i>

	<p>Payment within one (1) working day</p> <p>2.1.1. If the submission is complete, Concerned REMB Division uploads the copy of the Order of Payment.</p> <p>EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days.</p>			
	<p>2.1.2. If submission is incomplete, Concerned REMB Division thru EVOSS notifies the RE Developer to update the submission</p>			
<p>3. RE Developer submits thru the EVOSS system the updated application</p>	<p>3.1. Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days*</p> <p>* If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify Concerned REMB Division of the issuance of Order of Payment within one (1) working day</p>			<p><i>Chief, Concerned REMB Division</i></p>
	<p>3.1.1. If the re-submission is complete, the Concerned</p>			<p><i>Chief, Concerned REMB Division</i></p>

	<p>REMB Division uploads the copy of the Order of Payment.</p> <p>EVOSS System notifies the RE Developer thru a system generated email to pay the processing fee within five (5) working days</p>			
<p>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</p>	<p>3.1.2. If not complete, Concerned REMB Division notifies the Applicant of the incomplete submission*</p>			
<p>4. RE Developer pays thru the DOE Cashier or other modes of payment</p> <p><i>Note:</i></p> <p><i>If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>4.1. If payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division validates the proof of payment within one (1) working day</p> <p>4.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1)</p> <p>4.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system generated email to rectify the</p>	<p>Application Fee - Php 750.00</p>		<p><i>Chief, Concerned REMB Division</i></p>

	payment within two (2) working days.			
<p>5. RE Developer rectifies the proof of payment</p> <p><i>Note:</i></p> <p><i>If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned</i></p>	<p>5.1. If payment is rectified, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division validates the proof of payment within one (1) working day.</p>			<p><i>Chief, Concerned REMB Division</i></p>
	<p>5.1.1. If payment is valid, EVOSS creates the deliverables and sets DOE time to START (Start of Day 1).</p>			
	<p>5.1.2. If payment is not valid, EVOSS notifies the RE Developer thru a system generated email of the notice of disqualification</p>			
	<p>5.2. If rectified payment has been made, EVOSS notifies Concerned REMB Division thru a system generated email that a payment has been posted.</p> <p>Concerned REMB Division conducts technical evaluation.</p>		<p>3 Calendar days</p>	<p><i>Chief, Concerned REMB Division Director, REMB</i></p>

	5.2.1. If qualified, Concerned REMB Division thru EVOSS notifies the Legal Services (LS) to proceed with the evaluation			
	5.2.2. If not qualified, Concerned REMB Division thru EVOSS notifies the RE Developer of the disapproval			
	5.3. LS conducts the legal evaluation		4 Calendar days	Chief, RELSD Director, LS
	5.3.1. If passed the legal evaluation, LS endorses the application to Concerned REMB Division for further processing			
	5.3.2. If failed the legal evaluation, Concerned REMB Division thru EVOSS notifies the RE Developer and LS of the disapproval			
	5.4. REMB Director acts on the Application		3 Calendar days	Director, REMB
	5.4.1. If approved, Concerned REMB Division thru EVOSS notifies the RE Developer on the approval and uploads a copy of the approved		1 Calendar day	Chief, Concerned REMB Division

	Endorsement Letter.			
	5.4.2. If disapproved, Concerned REMB Division thru EVOSS notifies the RE Developer and LS on the disapproval			
	5.5. If exceeded the timeframe, EVOSS System notifies Concerned REMB Division, LS and RE Developer on the issuance of the Deemed Approved Certificate			
Total Number of Days		11 Calendar Days		



GEOHERMAL ENERGY MANAGEMENT DIVISION (GEMD)

PROCESSES

1. Notice of Intention to Drill (NID)



Notice of Intention to Drill (NID)

Office or Division:	Renewable Energy Management Bureau Geothermal Energy Management Division (REMB-GEMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Geothermal Renewable Energy Developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request from the Applicant		Provided by Applicant		
2. Drilling Prognosis/ Drilling Timeline				
3. Drilling Objective, Drilling Program and Drilling Summary, Geologic Information, Well Location, Well Data/Profile				
4. Duly Accomplished NID Form		EVOSS Website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer chooses a Geothermal Project from the List in EVOSS associated to the Company		None		
2. RE Developer submits thru the EVOSS system the complete set of documentary requirement	2.1. REMB-GEMD checks the completeness and consistency of the submission within three (3) working days *If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify REMB-GEMD to start the conduct of evaluation.			

	2.1.1. If submission is complete, EVOSS creates the deliverable and sets DOE time to START (Day 1)	None		Chief, REMB-GEMD
	2.1.2. If submission is incomplete, REMB-GEMD thru EVOSS notifies the Applicant to update the submission			
3. RE Developer submits the updated application	3.1. REMB-GEMD checks the completeness and consistency of the submission within three (3) working days* * If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify REMB-GEMD to start the conduct of evaluation.			
	3.1.1. If submission is complete, EVOSS creates the deliverable and sets DOE time to START (Day 1)			
Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.	3.1.2. If not complete, REMB-GEMD notifies the RE Developer of the incomplete submission*			

	3.2. REMB-GEMD conducts Technical Evaluation	None	6 Calendar Days	<i>Chief, REMB-GEMD</i>
	3.2.1. If the application passed the technical evaluation, REMB-GEMD endorses to REMB Director for Approval			
	3.2.2. If the application failed the technical evaluation, EVOSS notifies the RE Developer of the disqualification of application			
	3.3. REMB Director acts on the Application		3 Calendar Days	<i>Director, REMB</i>
	3.3.1. If REMB Director approved the application, REMB-GEMD uploads thru the EVOSS a copy of the Approved Application		1 Calendar Day	<i>Chief, REMB-GEMD</i>
	3.3.2. If REMB Director disapproved the application, EVOSS notifies the RE Developer of the disapproval			

	3.3.3. If exceeded the timeframe, EVOSS System notifies REMB-GEMD and RE Developer on the issuance of the Deemed Approved Certificate			
Total Number of Days		10 Calendar Days		



BIOMASS ENERGY MANAGEMENT DIVISION (BEMD)

PROCESSES

1. Procedure for Application for Accreditation for the Construction of a Biofuel Producer / Manufacturer Facility
2. Procedure for Application for Accreditation for the Commercial Operations of a Biofuel Producer / Manufacturer Facility
3. Procedure for Renewal of Accreditation of a Biofuel Producer / Manufacturer
4. Procedure for the Amendment of Accreditation of a Biofuel Producer Manufacturer (Change of Production Capacity / Process Flow / Feedstock)
5. Procedure for the Amendment of Accreditation of a Biofuel Producer / Manufacturer (Company Name / Ownership)
6. Procedure for Application for Registration of a Biofuel Distributor Under RA 9367
7. Procedure for Renewal of Application for Registration of a Biofuel Distributor under RA 9367
8. Procedure for the Application for Registration of a Biofuel Producer/Manufacturer Under RA 9513
9. Pre-Application Process for Biomass Operating Contract Application



Procedure for Application for Accreditation for the Construction of a Biofuel Producer / Manufacturer Facility

An Applicant shall secure a Certificate of Accreditation from the Department of Energy (DOE) to proceed with the construction of the facilities pursuant to Chapter III Section 2 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Renewable Energy Management Bureau (REMB) - Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	Duly accomplished DOE application form	Provided by Applicant
2.	Letter of Intent to supply a volume of biofuel	Provided by Applicant
3.	Feasibility study demonstrating the technical, economic, and ecological viability of biofuel production and Construction/Work Plan	Provided by Applicant
4.	Completion of DOE's on-site validation/inspection of the project/facility	DOE-REMB-BEMD
5.	Certified true copy of Registration with the Securities and Exchange Commission (SEC), Philippine Economic Zone Authority (PEZA), Cooperative Development Authority (CDA) and/or the DTI, as applicable	Concerned National Government Agency
6.	Certification Precondition from National Commission on Indigenous People (NCIP) for ancestral domains/lands, as applicable	Concerned National Commission on Indigenous People (NCIP) Regional Office
7.	Developer's Profile	Provided by Applicant
8.	Department of Agriculture (DA) Certification as specified in Chapter II of JAO 2008-1, Series of 2008, as applicable	Department of Agriculture (DA)
9.	Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable	- SRA for bioethanol production - PCA for biodiesel production

10. Special Forest Land-Use Agreement from Department of Environment and Natural Resources (DENR) if the site is within untenured forest lands, as per existing rules and regulations, as applicable	Department of Environment and Natural Resources (DENR)			
11. CARP Exemption based on Housing and Land Use Regulatory Board (HLURB) certification that the land was classified prior to June 15, 1988, or Department of Agrarian Reform (DAR) Land Use Conversion, as applicable	Department of Agrarian Reform (DAR)			
12. Environmental Compliance Certificate (ECC) from DENR	DENR – Energy Management Bureau (EMB) Regional Office			
13. Local Government Unit (LGU) Clearance and Locational Clearance	Concerned LGU			
14. Secretary’s Certificate	Provided by the Applicant			
15. Proof of Payment of filing fees	Provided by the Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email	1.1 BEMD checks the completeness and consistency of the submission within three (3) working days.			Chief, BEMD
	1.1.1 If the submission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.			
	1.1.2 If the submission is incomplete, BEMD notifies the Applicant of			

	the incomplete submission.			
<p>2. Applicant re-submits the updated documentary requirements</p> <p><i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i></p>	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			Chief, BEMD
	2.1.1 If the re-submission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.			
	2.1.2 If the re-submission is incomplete, BEMD notifies the Applicant thru email on the cancellation of application due to incomplete submission.			
<p>3. Applicant pays thru the DOE Cashier or other modes of payment</p> <p><i>Note: If failure to pay within five (5) working days, the Applicant will</i></p>	3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.	Application Fee - Php 9,200.00		Chief, BEMD
	3.1.1 If payment is valid, BEMD notifies the Applicant that the			

<i>receive notification of deemed abandoned.</i>	<p>payment has been validated.</p> <p>BEMD and LS conducts simultaneous Technical and Legal evaluations (Start of Day 1).</p>			
	<p>3.1.2 If payment is not valid, BEMD notifies the Applicant to rectify the payment within two (2) working days.</p>			
<p>4. Applicant rectifies the proof of payment</p> <p><i>Note: If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.</i></p>	<p>4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.</p>			Chief, BEMD
	<p>4.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated.</p> <p>BEMD and LS conducts simultaneous Technical and Legal evaluations (Start of Day 1).</p>			
	<p>4.1.2 If payment is not valid, BEMD notifies the Applicant of the disqualification (End</p>			

	of Process).			
	4.2 Upon complete submission and payment of processing fee, BEMD and LS simultaneously conducts Technical and Legal evaluations.		5 Calendar Days	Director, LS Chief, BEMD
	4.2.1 BEMD consolidates the evaluation results.		1 Calendar Day	
	4.2.2 If technically and legally qualified, BEMD informs Applicant to set the schedule of conduct for on-site validation/inspection.			
	4.2.3 If BEMD and/or LS deferred the submission, BEMD notifies the Applicant to rectify the submission within ten (10) Working Days.			
5. Applicant rectifies the submission	5.1 BEMD and/or LS re-evaluates the Applicant's rectified submission.		3 Calendar Days	Director, LS Chief, BEMD
<i>Note: If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i>	5.1.1 BEMD consolidates the re-evaluation results.		1 Calendar Day	

	<p>5.1.2 If qualified, BEMD informs Applicant to set the schedule of conduct for on-site validation/inspection.</p>			
	<p>5.1.3 If not technically and legally qualified with the re-evaluation, BEMD notifies the Applicant on the disqualification (End of Process).</p>			
<p>6. Applicant sets and coordinates with BEMD for the on-site validation / inspection</p> <p><i>Note: If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i></p>	<p>6.1 BEMD confirms schedule of conduct for on-site validation/inspection.</p>		<p>1 Calendar Day</p>	<p>Chief, BEMD</p>
	<p>6.2 BEMD conducts on-site validation/inspection.</p>		<p>1 Calendar Day</p>	<p>Chief, BEMD</p>
<p>7. RE Developer submits the monitoring form and certificate of completion of activity</p> <p><i>Note:</i></p>	<p>7.1 BEMD prepares Site Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant, for</p>		<p>2 Calendar Days</p>	<p>Chief, BEMD</p>

<i>If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i>	approval of the REMB Director.			
	7.2 REMB Director acts on the Site Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant.		2 Calendar Days	Director, REMB Chief, BEMD
	7.2.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to LS.			
	7.2.2 If not approved, REMB Director returns to BEMD for further action.			
	7.3 LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant.		2 Calendar Days	Director, LS Chief, BEMD
	7.3.1 If approved, BEMD endorses the Recommended			

	Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Assistant Secretary.			
	7.3.2 If not approved, LS returns to BEMD for further action.			
	7.4 Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant.		2 Calendar Days	Assistant Secretary Chief, BEMD
	7.4.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Undersecretary.			
	7.4.2 If not approved, Assistant Secretary returns to BEMD for further action.			
	7.5 Undersecretary acts on the Recommended Issuance of Certificate of		2 Calendar Days	Undersecretary Chief, BEMD

	Accreditation (COA) (for Construction) of the Applicant.			
	7.5.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant to the Secretary.			
	7.5.2 If not approved, Undersecretary returns to BEMD for further action.			
	7.6 Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Construction) of the Applicant.			Office of the Secretary Chief, BEMD
	7.6.1 If approved, BEMD notifies the Applicant of the Approved Certificate of Accreditation (COA) (for Construction).		7 Calendar Days	
	7.6.2 If not approved, Secretary returns to BEMD for further action.			
	7.8 BEMD transmits a copy of the Annex A (Terms & Conditions).		1 Calendar Day	Chief, BEMD

<p>8. Applicant submits the duly signed and notarized Annex A</p> <p><i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i></p>	<p>8.1 BEMD acts on the submitted document within one (1) working day.</p>			<p>Chief, BEMD</p>
	<p>8.1.1 If acceptable, BEMD notifies the Applicant on the release of the approved Certificate of Accreditation (COA) (for Construction).</p>		<p>1 Calendar Day</p>	
	<p>8.1.2 If not acceptable BEMD notifies the Applicant of the incomplete submission.</p>			
<p>9. Applicant submits the rectified Annex A</p> <p><i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i></p>	<p>9.1 BEMD acts on the submitted rectified document within one (1) working day.</p>			<p>Chief, BEMD</p>
	<p>9.1.1 If acceptable, BEMD notifies the Applicant on the release of the approved Certificate of Accreditation (COA) (for Construction).</p>			
	<p>9.1.2 If not acceptable, BEMD notifies the Applicant on the disqualification (End of Process).</p>			

10. Applicant picks-up the signed Certificate of Accreditation (COA) (for Construction).				
Total Number of Days	31 Calendar Days			



Procedure for Application for Accreditation for the Commercial Operations of a Biofuel Producer / Manufacturer Facility

An Applicant shall secure a Certificate of Accreditation from the Department of Energy (DOE) prior to commercial operations as per Chapter III Section 3 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished DOE application form		Provided by Applicant		
2. Letter of Intent		Provided by Applicant		
3. Rated production capacity in million liters per year		Provided by Applicant		
4. Completion of DOE's on-site validation/inspection of the facilities and sample-taking of the biofuels produced		DOE-REMB-BEMD		
5. Product compliance with the Philippine National Standards (PNS)		DOE-Energy Research and Testing Laboratory Services		
6. Program of Quality Management System (QMS)		Provided by Applicant		
7. Distribution networks and authorized distributors, if any		Provided by Applicant		
8. Updated local government licenses and permits - Business Permit - Sugar Regulatory Administration (SRA) / Philippine Coconut Authority (PCA) Registration, as applicable - Environmental Compliance Certificate		- Concerned LGU - SRA for bioethanol production - PCA for biodiesel production - Department of Environment and Natural Resources (DENR)		
9. Secretary's Certificate		Provided by Applicant		
10. Proof of Payment of filing fees		Provided by Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits the complete set of requirements for the	1.1 BEMD checks the completeness and consistency of the			Chief, BEMD

<p>application thru DOE-Records Management Division (RMD) or REMB Email</p>	<p>submission within three (3) working days.</p>			<p>Chief, RMD</p>
	<p>1.1.1 If the submission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.</p>			
	<p>1.1.2 If the submission is incomplete, BEMD notifies the Applicant of the incomplete submission.</p>			
<p>2. Applicant re-submits the updated documentary requirements</p> <p><i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i></p>	<p>2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.</p>			<p>Chief, BEMD</p>
	<p>2.1.1 If the re-submission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.</p>			
	<p>2.1.2 If the re-submission is incomplete, BEMD notifies the Applicant thru email on the cancellation of application due to</p>			

	incomplete submission.			
<p>3. Applicant pays thru the DOE Cashier or other modes of payment</p> <p><i>Note: If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned.</i></p>	<p>3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.</p>	<p>Application Fee - Php 9,200.00</p>	<p>3 Calendar Days</p>	<p>Chief, BEMD</p>
	<p>3.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1).</p> <p>Legal Services (LS) conducts Legal evaluation.</p>			
	<p>3.1.2 If payment is not valid, BEMD notifies the Applicant to rectify the payment within two (2) working days.</p>			
<p>4. Applicant rectifies the proof of payment</p> <p><i>Note: If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.</i></p>	<p>4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.</p>			<p>Chief, BEMD</p>
	<p>4.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1).</p> <p>Legal Services (LS) conducts Legal evaluation.</p>			
	<p>4.1.2 If payment is not valid, BEMD notifies</p>			

	the Applicant of the disqualification (End of Process).			
<p>5. Applicant submits the rectified documentary requirements</p> <p><i>Note: If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i></p>	5.1 LS re-evaluates the Applicant's rectified submission.		3 Calendar Days	Director, LS Chief, BEMD
	5.1.1 If qualified, BEMD informs the Applicant to set the schedule of conduct of on-site validation/inspection and biofuel product sampling.			
	5.1.2 If not qualified, BEMD notifies the Applicant of the disqualification (End of Process).			
<p>6. Applicant sets and coordinates with BEMD for the on-site validation/inspection and biofuel product sampling</p> <p><i>Note: If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i></p>	6.1 BEMD confirms schedule of conduct for on-site validation/inspection and biofuel product sampling.		1 Calendar Days	Chief, BEMD
	6.2 BEMD conducts on-site validation/inspection and biofuel product sampling.			
7. Applicant submits the biofuel product sample drawn, monitoring form and certificates of	7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample		1 Calendar Day	Chief, BEMD

<p>completion of activity and product quality</p> <p><i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	<p>and endorses to ERTLS for laboratory analysis.</p>			
	<p>7.2 ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.</p>			<p>ERTLS</p>
	<p>7.3 ERTLS issues laboratory analysis result to BEMD.</p> <p>BEMD evaluates the results of laboratory analysis.</p> <p>If non-compliant with the PNS, BEMD notifies the Applicant of the disqualification (End of Process).</p>		<p>1 Calendar Day</p>	<p>Chief, BEMD</p>
	<p>7.3.1 If compliant with the PNS, BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant, for approval of the REMB Director.</p>		<p>2 Calendar Days</p>	<p>Chief, BEMD</p>

	7.4 REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant.			
	7.4.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to LS.		2 Calendar Days	Director, REMB Chief, BEMD
	7.4.2 If not approved, REMB Director returns to BEMD for further action.			
	7.5 LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant.			
	7.5.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to the Assistant Secretary.		2 Calendar Days	Director, LS Chief, BEMD
	7.5.2 If not approved, LS returns to BEMD for further action.			

	7.6 Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant.			
	7.6.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to the Undersecretary.		2 Calendar Days	Assistant Secretary Chief, BEMD
	7.6.2 If not approved, Assistant Secretary returns to BEMD for further action.			
	7.7 Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant.			
	7.7.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant to the Secretary.		2 Calendar Days	Undersecretary Chief, BEMD
	7.7.2 If not approved, Undersecretary			

	returns to BEMD for further action.			
	7.8 Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (for Commercial Operations) of the Applicant.		7 Calendar Days	Office of the Secretary Chief, BEMD
	7.8.1 If approved, BEMD notifies the Applicant of the approved Certificate of Accreditation (COA) (for Commercial Operations).			
	7.8.2 If not approved, Secretary returns to BEMD for further action.			
	7.9 BEMD transmits a copy of the Annex A (Terms & Conditions).		1 Calendar Day	Chief, BEMD
8. Applicant submits the duly signed and notarized Annex A <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	8.1 BEMD acts on the submitted document within one (1) working day.			
	8.1.1 If acceptable, BEMD notifies the Applicant on the release of the Approved Certificate of Accreditation (COA) (for Commercial Operations).		1 Calendar Day	Chief, BEMD
	8.1.2 If not acceptable, BEMD notifies the Applicant of the			

	incomplete submission.			
9. Applicant submits the rectified Annex A	9.1 BEMD acts on the submitted rectified document within one (1) working day.			Chief, BEMD
<i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	9.1.1 If acceptable, BEMD notifies the Applicant on the release of the Approved Certificate of Accreditation (COA) (for Commercial Operations).			
	9.1.2 If not acceptable, BEMD notifies the Applicant on the disqualification (End of Process).			
10. Applicant picks-up the signed Certificate of Accreditation (COA) (for Commercial Operations).				
Total Number of Days		29 Calendar Days		



Procedure for Renewal of Accreditation of a Biofuel Producer/ Manufacturer

The Certificate of Accreditation may be renewed every five (5) years pursuant to Chapter III Section 3.1 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Entities intending to establish a corporation or companies involved in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished DOE application form	Provided by Applicant			
2. Letter of Intent to renew the Certificate of Accreditation	Provided by Applicant			
3. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced	DOE-REMB-BEMD			
4. Proof of compliance with the Philippine National Standards (PNS)	DOE-Energy Research and Testing Laboratory Services			
5. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year	Concerned Revenue District Office			
6. Updated distribution networks and authorized distributors, if any	Provided by Applicant			
7. Updated local government licenses and permits - Business Permit - Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable	- Concerned LGU - SRA for bioethanol production - PCA for biodiesel production			
8. Secretary's Certificate	Provided by Applicant			
9. Proof of Payment of filing fees	Provided by Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer submits the complete set of requirements for the application thru	1.1 BEMD checks the completeness and consistency of the submission within three (3) working days.			Chief, BEMD Chief, RMD

DOE-Records Management Division (RMD) or REMB Email	1.1.1 If the submission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.			
	1.1.2 If the submission is incomplete, BEMD notifies the Applicant of the incomplete submission.			
2. RE Developer re-submits the updated documentary requirements <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i>	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			Chief, BEMD
	2.1.1 If the re-submission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.			
	2.1.2 If the re-submission is incomplete, BEMD notifies the Applicant thru email on the cancellation of application due to incomplete submission.			
3. RE Developer pays thru the DOE	3.1 If payment has been made, BEMD validates	Applicati on Fee -		Chief, BEMD

<p>Cashier or other modes of payment</p> <p><i>Note:</i> If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.</p>	<p>the proof of payment within one (1) working day.</p>	<p>Php 9,200.00</p>	<p>3 Calendar Days</p>	
	<p>3.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1).</p> <p>Legal Services (LS) conducts Legal evaluation.</p>			
	<p>3.1.2 If payment is not valid, BEMD notifies the Applicant to rectify the payment within two (2) working days.</p>			
<p>4. RE Developer rectifies the proof of payment</p> <p><i>Note:</i> If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.</p>	<p>4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.</p>			<p>Chief, BEMD</p>
	<p>4.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1).</p> <p>Legal Services (LS) conducts Legal evaluation.</p>			
	<p>4.1.2 If payment is not valid, BEMD notifies the Applicant of the disqualification (End of Process).</p>			
<p>5. RE Developer submits the rectified</p>	<p>5.1 LS re-evaluates the RE Developer's rectified submission.</p>		<p>3 Calendar Days</p>	<p>Director, LS Chief,</p>

documentary requirements <i>Note: If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i>	5.1.1 If qualified, BEMD informs the Applicant to set the schedule of conduct of on-site validation/inspection and biofuel product sampling.			BEMD
	5.1.2 If not qualified, BEMD notifies the Applicant of the disqualification (End of Process).			
	5.2 Upon receipt of the legally qualified results, BEMD informs Applicant to set the schedule of conduct for on-site validation/inspection and biofuel product sampling.			Chief, BEMD
6. RE Developer sets and coordinates with BEMD for the on-site validation/inspection and biofuel product sampling <i>Note: If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i>	6.1 BEMD confirms schedule of conduct for on-site validation/inspection and biofuel product sampling.		1 Calendar Day	Chief, BEMD
	6.2 BEMD conducts on-site validation/inspection and biofuel product sampling.		1 Calendar Day	Chief, BEMD
7. RE Developer submits the biofuel product sample drawn, monitoring form and certificates	7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample		1 Calendar Day	Chief, BEMD

<p>of completion of activity and product quality</p> <p><i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	<p>and endorses to ERTLS for laboratory analysis.</p>			
	<p>7.2 ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.</p>			ERTLS
	<p>7.3 ERTLS issues laboratory analysis result to BEMD.</p> <p>BEMD evaluates the results of laboratory analysis.</p> <p>If non-compliant with the PNS, BEMD notifies the Applicant of the disqualification (End of Process).</p>		1 Calendar Day	Chief, BEMD
	<p>7.3.1 If compliant with the PNS, BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer, for approval of the REMB Director.</p>		2 Calendar Days	
	<p>7.4 BEMD acts on the Validation Report and Recommended Issuance of Certificate of Accreditation (COA)</p>		2 Calendar Days	Director, REMB Chief, BEMD

	(Renewal) of the RE Developer.			
	7.4.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to LS.			
	7.4.2 If not approved, REMB Director returns to BEMD for further action.			
	7.5 LS acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer.			
	7.5.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Assistant Secretary.		2 Calendar Days	Director, LS Chief, BEMD
	7.5.2 If not approved, LS returns to BEMD for further action.			
	7.6 Assistant Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer.		2 Calendar Days	Assistant Secretary Chief, BEMD

	7.6.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Undersecretary.			
	7.6.2 If not approved, Assistant Secretary returns to BEMD for further action.			
	7.7 Undersecretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer.		2 Calendar Days	Undersecretary Chief, BEMD
	7.7.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer to the Secretary.			
	7.7.2 If not approved, Undersecretary returns to BEMD for further action.			
	7.8 Secretary acts on the Recommended Issuance of Certificate of Accreditation (COA) (Renewal) of the RE Developer.		7 Calendar Days	Office of the Secretary Chief, BEMD
	7.8.1 If approved, BEMD notifies the RE Developer of the approved Certificate			

	of Accreditation (COA) (Renewal).			
	7.8.2 If disapproved, Secretary returns to BEMD for further action.			
	7.9 BEMD transmits a copy of the Annex A (Terms & Conditions).		1 Calendar Day	Chief, BEMD
8. RE Developer submits the duly signed and notarized Annex A <i>Note: If failure to submit within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.</i>	8.1 BEMD acts on the submitted document within one (1) working day.			Chief, BEMD
	8.1.1 If acceptable, BEMD notifies the RE Developer on the release of the Approved Certificate of Accreditation (COA) (Renewal).		1 Calendar Day	
	8.1.2 If not acceptable, BEMD notifies the Applicant of the incomplete submission.			
9. RE Developer submits the rectified Annex A <i>Note: If failure to submit within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.</i>	9.1 BEMD acts on the submitted rectified document within one (1) working day.			Chief, BEMD
	9.1.1 If acceptable, BEMD notifies the RE Developer on the release of the Approved Certificate of Accreditation (COA) (Renewal).			
	9.1.2 If not acceptable, BEMD notifies the Applicant on the disqualification (End of Process).			

10. RE Developer picks-up the signed Certificate of Accreditation (COA) (Renewal).				
Total Number of Days		29 Calendar Days		



Procedure for the Amendment of Accreditation of a Biofuel Producer/Manufacturer (Change of Production Capacity/Process Flow/Feedstock)

The Certificate of Accreditation may be amended (*increase or decrease of production capacity; change in the process flow technology or feedstock to be used for the biofuel production; and change in the ownership of the biofuel production project*) pursuant to Chapter III Section 3.2 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	A duly accredited biofuel producer engaged in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished DOE application form	Provided by Applicant	
2. Letter of Intent specifying the kind of amendment on the Certificate of Accreditation	Provided by Applicant	
3. Completion of DOE's on-site validation/inspection of the facilities and sample-taking of the biofuels produced	DOE-REMB-BEMD	
4. Proof of compliance with the Philippine National Standards (PNS)	DOE- Energy Research and Testing Laboratory Services	
5. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year	Concerned Revenue District Office	
6. Updated distribution networks and authorized distributors, if any	Provided by Applicant	
7. Updated local government licenses and permits	Concerned LGU	
8. Corresponding material and energy balance diagram and computations (if increase of capacity due to optimization of capacity)	Provided by the Applicant	
9. Corresponding amended Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable (if change in capacity and feedstock)	<ul style="list-style-type: none"> - SRA for bioethanol production - PCA for biodiesel production 	
10. Technical Study (if change in the process flow technology)	Provided by the Applicant	
11. Secretary's Certificate	Provided by the Applicant	
12. Proof of Payment of filing fees	Provided by the Applicant	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email</p>	<p>1.1 BEMD checks the completeness and consistency of the submission within three (3) working days.</p>			<p>Chief, BEMD</p> <p>Chief, RMD</p>
	<p>1.1.1 If the submission is complete, BEMD transmits a copy of the Order of Payment and notifies the RE Developer thru email to pay the processing fee within five (5) working days.</p>			
	<p>1.1.2 If the submission is incomplete, BEMD notifies the RE Developer of the incomplete submission.</p>			
<p>2. RE Developer re-submits the updated documentary requirements.</p> <p><i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i></p>	<p>2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.</p>			<p>Chief, BEMD</p>
	<p>2.1.1 If the re-submission is complete, BEMD transmits a copy of the Order of Payment and notifies the RE Developer thru email to pay the processing fee within five (5) working days.</p>			
	<p>2.1.2 If the re-submission is incomplete, BEMD thru EVOSS notifies the RE Developer</p>			

	thru email on the cancellation of application due to incomplete submission.			
<p>3. RE Developer pays thru the DOE Cashier or other modes of payment within five (5) working days</p> <p><i>Note: If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	<p>3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.</p>	<p>Application Fee - Php 9,200.00</p>	<p>3 Calendar Days</p>	<p>Chief, BEMD</p>
	<p>3.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).</p> <p>Legal Services (LS) conducts Legal evaluation.</p>			
	<p>3.1.2 If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.</p>			
<p>4. RE Developer rectifies the proof of payment</p> <p><i>Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	<p>4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.</p>			<p>Chief, BEMD</p>
	<p>4.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).</p> <p>Legal Services (LS) conducts Legal evaluation.</p>			
	<p>4.1.2 If payment is not valid,</p>			

	BEMD notifies the RE Developers of the disqualification (End of Process).			
<p>5. RE Developer submits the rectified documentary requirements</p> <p><i>Note: If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	5.1 LS re-evaluates the RE Developers' rectified submission.		3 Calendar Days	<p>Director, LS</p> <p>Chief, BEMD</p>
	5.1.1 If qualified, BEMD informs the RE Developers to set the schedule of conduct of on-site validation/inspection and biofuel product sampling.			
	5.1.2 If not qualified, BEMD notifies the RE Developer of the disqualification (End of Process).			
	5.2 Upon receipt of the legally qualified results, BEMD informs RE Developer to set the schedule of conduct for on-site validation/inspection and biofuel product sampling.			Chief, BEMD
<p>6. RE Developer sets and coordinates with Concerned REMB Division for the on-site validation/inspection and biofuel product sampling</p> <p><i>Note: If failure to set/coordinate within three (3) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	6.1 BEMD confirms schedule of conduct for on-site validation/inspection and biofuel product sampling.		1 Calendar Day	Chief, BEMD

	6.2 BEMD conducts on-site validation/ inspection and biofuel product sampling.		1 Calendar Day	Chief, BEMD
7. RE Developer submits biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality. <i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i>	7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.		1 Calendar Day	Chief, BEMD
	7.2 ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.			ERTLS
	7.3 ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis. If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).		1 Calendar Day	Chief, BEMD
	7.3.1 If compliant with the PNS, BEMD prepares Validation Report and Recommendation of Issuance of Amendment of		2 Calendar Days	Chief, BEMD

	Certificate of Accreditation (COA) of the RE Developer, for approval of the REMB Director.			
	7.4 REMB Director acts on the Validation Report and Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.		2 Calendar Days	Director, REMB Chief, BEMD
	7.4.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to LS.			
	7.4.2 If not approved, REMB Director returns to BEMD for further action.			
	7.5 LS acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.		2 Calendar Days	Director, LS Chief, BEMD
	7.5.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Assistant Secretary.			

	7.5.2 If not approved, LS returns to BEMD for further action.			
	7.6 Assistant Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.		2 Calendar Days	Assistant Secretary Chief, BEMD
	7.6.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Undersecretary.			
	7.6.2 If not approved, Assistant Secretary returns to BEMD for further action.			
	7.7 Undersecretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.		2 Calendar Days	Undersecretary Chief, BEMD
	7.7.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Secretary.			

	7.7.2 If not approved, Undersecretary returns to BEMD for further action.			
	7.8 Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.		7 Calendar Days	Office of the Secretary Chief, BEMD
	7.8.1 If approved, BEMD notifies the RE Developer of the approved Amendment of Certificate of Accreditation (COA).			
	7.8.2 If not approved, Secretary returns to BEMD for further action.			
	7.9 BEMD transmits a copy of the Annex A (Terms & Conditions).		1 Calendar Day	Chief, BEMD
8. Applicant submits the duly signed and notarized Annex A <i>Note: If failure to submit within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.</i>	8.1 BEMD acts on the submitted document within one (1) working day.			Chief, BEMD
	8.1.1 If acceptable, BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA).		1 Calendar Day	
	8.1.2 If not acceptable BEMD notifies the RE Developer of the incomplete submission.			

<p>9. RE Developer submits the rectified Annex A</p> <p><i>Note: If failure to rectifies within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	<p>9.1 BEMD acts on the submitted rectified document within one (1) working day.</p>			<p>Chief, BEMD</p>
	<p>9.1.1 If acceptable, BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA).</p>			
	<p>9.1.2 If not acceptable, BEMD notifies the RE Developer on the disqualification (End of Process).</p>			
<p>10. RE Developer picks-up the signed Amendment of Certificate of Accreditation (COA).</p>				
<p>Total Number of Days</p>		<p>29 Calendar Days</p>		



Procedure for the Amendment of Accreditation of a Biofuel Producer/Manufacturer (Company Name/Ownership)

The Certificate of Accreditation may be amended (*change in the company name and/or ownership of the biofuel production project*) pursuant to Chapter III Section 3.2 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	A duly-accredited biofuel producer engaged in the production of biofuels (bioethanol/biodiesel) and other industry related business / activities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished DOE application form	Provided by Applicant	
2. Letter of Intent specifying the kind of amendment on the Certificate of Accreditation	Provided by Applicant	
3. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year	Concerned Revenue District Office	
4. Updated distribution networks and authorized distributors, if any	Provided by Applicant	
5. Updated local government licenses and permits <ul style="list-style-type: none"> - Certified true copy of Certificate of Registration with the Securities and Exchange Commission (SEC) - Business Permit - Sugar Regulatory Administration (SRA) or Philippine Coconut Authority (PCA) Registration, as applicable - Bureau of Internal Revenue (BIR) Registration - Environmental Compliance Certificate 	Concerned LGU/ National Government Agency	
6. Deed of Assignment/Absolute Sale/Written Document which unequivocally shows the agreement of the parties thereat on the ownership of the facility	Provided by Applicant	
7. Updated General Information Sheet (GIS)	Provided by Applicant	
8. Secretary's Certificate	Provided by Applicant	
9. Proof of Payment of filing fees	Provided by Applicant	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. RE Developer submits the complete set of requirements for the application thru DOE-Records Management Division (RMD) or REMB Email</p>	<p>1.1 BEMD checks the completeness and consistency of the submission within three (3) working days.</p>			<p>Chief, BEMD</p> <p>Chief, RMD</p>
	<p>1.1.1 If the submission is complete, BEMD transmits a copy of the Order of Payment and notifies the RE Developer thru email to pay the processing fee within five (5) working days.</p>			
	<p>1.1.2 If the submission is incomplete, BEMD notifies the RE Developer of the incomplete submission.</p>			
<p>2. RE Developer re-submits the updated documentary requirements</p> <p><i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i></p>	<p>2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.</p>			<p>Chief, BEMD</p>
	<p>2.1.1 If the re-submission is complete, BEMD transmits a copy of the Order of Payment and notifies the RE Developer thru email to pay the processing fee within five (5) working days.</p>			

	<p>2.1.2 If the re-submission is incomplete, BEMD notifies the RE Developer on the cancellation of application due to incomplete submission</p>			
<p>3. RE Developer pays thru the DOE Cashier or other modes of payment within five (5) working days</p> <p><i>Note: If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	<p>3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.</p>	<p>Application Fee - Php 4,350.00</p>		<p>Chief, BEMD</p>
	<p>3.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).</p> <p>Legal Services (LS) conducts Legal evaluation.</p>		<p>5 Calendar Days</p>	
	<p>3.1.2 If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.</p>			
<p>4. RE Developer rectifies the proof of payment.</p> <p><i>Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	<p>4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.</p>			<p>Chief, BEMD</p>
	<p>4.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).</p>			

	Legal Services (LS) conducts Legal evaluation.			
	4.1.2 If payment is not valid, BEMD notifies the RE Developers of the disqualification (End of Process).			
5. RE Developer submits the rectified documentary requirements <i>Note: If failure to rectify within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i>	5.1 LS re-evaluates the RE Developers' rectified submission.		3 Calendar Days	Director, LS Chief, BEMD
	5.1.1 If qualified, BEMD prepares Validation Report and Recommendation of Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer, for approval of the REMB Director.		2 Calendar Days	
	5.1.2 If not qualified, BEMD notifies the RE Developers of the disqualification (End of Process).			
	5.2 REMB Director acts on the Validation Report and Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.		2 Calendar Days	Director, REMB Chief, BEMD
	5.2.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA)			

	of the RE Developer to LS.			
	5.2.2 If not approved, REMB Director returns to BEMD for further action.			
	5.3 LS acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.		2 Calendar Days	Director, LS Chief, BEMD
	5.3.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Assistant Secretary.			
	5.3.2 If not approved, LS returns to BEMD for further action.			
	5.4 Assistant Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.		2 Calendar Days	Assistant Secretary Chief, BEMD
	5.4.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer			

	to the Undersecretary.			
	5.4.2 If not approved, Assistant Secretary returns to BEMD for further action.			
	5.5 Undersecretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer.		2 Calendar Days	Undersecretary Chief, BEMD
	5.5.1 If approved, BEMD endorses the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer to the Secretary.			
	5.5.2 If not approved, Undersecretary returns to BEMD for further action.			
	5.6 Secretary acts on the Recommended Issuance of Amendment of Certificate of Accreditation (COA) of the RE Developer		7 Calendar Days	Office of the Secretary Chief, BEMD
	5.6.1 If approved, BEMD notifies the RE Developer of the approved Amendment of Certificate of Accreditation (COA).			
	5.6.2 If not approved, Secretary returns to			

	BEMD for further action.			
	5.7 BEMD transmits a copy of the Annex A (Terms & Conditions).		1 Calendar Day	Chief, BEMD
<p>6. RE Developer submits the duly signed and notarized Annex A</p> <p><i>Note: If failure to submit within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	6.1 BEMD acts on the submitted document within one (1) working day.			Chief, BEMD
	6.1.1 If acceptable, BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA).		1 Calendar Day	
	6.1.2 If not acceptable BEMD notifies the RE Developer of the incomplete submission.			
<p>7. RE Developer submits the rectified Annex A</p> <p><i>Note: If failure to rectifies within thirty (30) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	7.1 BEMD acts on the submitted rectified document within one (1) working day.			Chief, BEMD
	7.1.1 If acceptable, BEMD notifies the RE Developer on the release of the Approved Amendment of Certificate of Accreditation (COA).			
	7.1.2 If not acceptable, BEMD notifies the RE Developer on the disqualification (End of Process).			

8. RE Developer picks-up the signed Amendment of Certificate of Accreditation (COA).				
Total Number of Days		27 Calendar Days		



Procedure for Application for Registration of a Biofuel Distributor Under RA 9367

An Applicant shall register with the DOE for the distribution of the biofuels pursuant to Chapter III Section 5 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Entities intending to establish a corporation or companies involved in the distribution of biofuels (bioethanol/biodiesel) and other industry related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished DOE application form				Provided by Applicant
2. Letter of Intent				Provided by Applicant
3. Certified true copy of Registration with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI)				Concerned LGU/ National Government Agency
4. Business and Mayor's Permit				Concerned LGU
5. Certification (or Duly Notarized Agreement) by an accredited Biofuel Producer as its duly authorized distributor for particular biofuel product				Concerned Accredited Biofuel Producer
6. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced				DOE-REMB-BEMD
7. Proof of compliance with the Philippine National Standards (PNS)				DOE- Energy Research and Testing Laboratory Services
8. Registration certificates, certifications and other clearances as may be required by other government entities				Concerned LGU/ National Government Agency
9. Secretary's Certificate				Provided by Applicant
10. Proof of Payment of filing fees				Provided by Applicant
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits the complete set of requirements for the application thru DOE-Records Management	1.1 BEMD checks the completeness and consistency of the submission within three (3) working days.			Chief, BEMD Chief, RMD

Division (RMD) or REMB Email	1.1.1 If the submission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.			
	1.1.2 If the submission is incomplete, BEMD notifies the Applicant of the incomplete submission.			
2. Applicant re-submits the updated documentary requirements <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned.</i>	2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.			Chief, BEMD
	2.1.1 If the re-submission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.			
	2.1.2 If the re-submission is incomplete, BEMD notifies the Applicant thru email on the cancellation of application due to incomplete submission.			
3. Applicant pays thru the DOE Cashier or other modes of payment <i>Note: If failure to pay within five (5) working days, the Applicant will</i>	3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.	Application Fee - Php 9,200.00		Chief, BEMD
	3.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been			

<i>receive notification of deemed abandoned.</i>	validated (Start of Day 1). LS conducts legal evaluation.			
	3.1.2 If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.			
<p>4. Applicant rectifies the proof of payment</p> <p><i>Note: If failure to rectify within two (2) working days, the Applicant will receive notification of deemed abandoned.</i></p>	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			Chief, BEMD
	4.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1). LS conducts Legal evaluation.			
	4.1.2 If payment is not valid, BEMD notifies the Applicant of the disqualification (End of Process).			
	4.2 Upon complete submission and payment of processing fee, LS conducts Legal evaluation.		3 Calendar Days	Director, LS Chief, BEMD
	4.2.1 If legally qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation/inspection and biofuel product sampling			
	4.2.2 If LS deferred the submission, BEMD notifies the RE			

	Developer to rectify the submission within ten (10) Working Days.			
<p>5. Applicant submits the rectified documentary requirements</p> <p><i>Note: If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i></p>	5.1 LS re-evaluates the Applicant's rectified submission.		3 Calendar Days	Director, LS
	5.1.1 If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation/inspection of the facility and virtual biofuel product sampling.			Chief, BEMD
	5.1.2 If not qualified, BEMD notifies the RE Developer on the disqualification (End of Process).			
<p>6. Applicant sets and coordinate with BEMD for the schedules of on-site validation / inspection of the facility and virtual biofuel product sampling</p> <p><i>Note: If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i></p>	6.1 BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.		1 Calendar Day	Chief, BEMD
	6.2 BEMD conducts on-site validation/ inspection and virtual biofuel product sampling.		1 Calendar Day	Chief, BEMD

<p>7. Applicant submits the biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality</p> <p><i>Note: If failure to submit within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i></p>	<p>7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.</p>		<p>1 Calendar Day</p>	<p>Chief, BEMD</p>
	<p>7.2 ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.</p>			<p>ERTLS</p>
	<p>7.3 ERTLS issues laboratory analysis result to BEMD.</p> <p>BEMD evaluates the results of laboratory analysis.</p> <p>If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).</p>		<p>1 Calendar Day</p>	
	<p>7.3.1 If compliant with the PNS, BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer, for approval of the REMB Director.</p>		<p>2 Calendar Days</p>	<p>Chief, BEMD</p>

	7.4 REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 Calendar Days	
	7.4.1 If approved, BEMD endorses Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant to LS.			
	7.4.2 If not approved, returns to BEMD for further action.			
	7.5 LS acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 Calendar Days	Director, LS Chief, BEMD
	7.5.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant to the Assistant Secretary.			
	7.5.2 If not approved, returns to BEMD for further action.			
	7.6 Assistant Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 Calendar Days	Assistant Secretary Chief, BEMD

	7.6.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant to the Undersecretary.			
	7.6.2 If not approved, returns to BEMD for further action.			
	7.7 Undersecretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 Calendar Days	Undersecretary Chief, BEMD
	7.7.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant to the Secretary.			
	7.7.2 If not approved, returns to BEMD for further action.			
	7.8 Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		7 Calendar Days	Office of the Secretary Chief, BEMD
	7.8.1 If approved, BEMD notifies the Applicant of the approved Certificate of Registration (COR) as Biofuel Distributor.			
	7.8.2 If disapproved, returns to BEMD for further action.			

	7.9 BEMD transmits the copy of the Annex A (Terms & Conditions)		1 Calendar Day	Chief, BEMD
8. Applicant submits the duly signed and notarized Annex A <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	8.1 BEMD acts on the submitted document within one (1) working day.			Chief, BEMD
	8.1.1 If acceptable, BEMD notifies the Applicant on the release of the approved Certificate of Registration (COR) as Biofuel Distributor.		1 Calendar Day	
	8.1.2 If not acceptable, BEMD notifies the Applicant of the incomplete submission.			
9. Applicant submits the rectified Annex A <i>Note: If failure to upload within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	9.1 BEMD acts on the uploaded rectified document within one (1) working day.			Chief, BEMD
	9.1.1 If acceptable, BEMD notifies the Applicant on the release of the approved Certificate of Registration (COR) as Biofuel Distributor.			
	9.1.2 If not acceptable, BEMD notifies the Applicant on the disqualification (End of Process).			
10. Applicant picks-up the signed Certificate of Registration (COR) as Biofuel Distributor.				
Total Number of Days			30 Calendar Days	



Procedure for Renewal of Application for Registration of a Biofuel Distributor Under RA 9367

An Applicant shall register with the DOE for the distribution of the biofuels pursuant to Chapter III Section 5 of the Joint Administrative Order No. 2008-1, Series of 2008 also known as "Guidelines Governing the Biofuel Feedstock Production, and Biofuels and Biofuel Blends Production, Distribution and Sale Under Republic Act No. 9367".

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Entities intending to establish a corporation or companies involved in the distribution of biofuels (bioethanol/biodiesel) and other industry related business / activities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished DOE application form	Provided by Applicant			
2. Letter of Intent	Provided by Applicant			
3. Certified true copy of Registration with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI)	Concerned LGU/ National Government Agency			
4. Business and Mayor's Permit	Concerned LGU			
5. Certification (or Duly Notarized Agreement) by an accredited Biofuel Producer as its duly authorized distributor for particular biofuel product	Concerned Accredited Biofuel Producer			
6. Completion of DOE's on-site validation/ inspection of the facilities and sample-taking of the biofuels produced	DOE-REMB-BEMD			
7. Proof of compliance with the Philippine National Standards (PNS)	DOE- Energy Research and Testing Laboratory Services			
8. Registration certificates, certifications and other clearances as may be required by other government entities	Concerned LGU/ National Government Agency			
9. Secretary's Certificate	Provided by Applicant			
10. Proof of Payment of filing fees	Provided by Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer submits the complete set of requirements for the application thru	1.1 BEMD checks the completeness and consistency of the submission within three (3) working days.*			Chief, BEMD Chief, RMD

<p>DOE-Records Management Division (RMD) or REMB Email</p>	<p>1.1.1 If the submission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.</p>			
<p>2. RE Developer re-submits the updated documentary requirements</p> <p><i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i></p>	<p>2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.</p>			<p>Chief, BEMD</p>
<p>2.1.1 If the re-submission is complete, BEMD transmits a copy of the Order of Payment and notifies the RE Developer thru email to pay the processing fee within five (5) working days.</p>				
<p>2.1.2 If the re-submission is incomplete, BEMD notifies the RE Developer thru email on the cancellation of application due to incomplete submission.</p>				
<p>3. RE Developer pays thru the DOE Cashier or other modes of payment</p> <p><i>Note: If failure to pay within five (5) working days, the Applicant will</i></p>	<p>3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.</p>	<p>Application Fee - Php 9,200.00</p>		<p>Chief, BEMD</p>
<p>3.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated (Start of Day 1).</p>				

<i>receive notification of deemed abandoned.</i>	LS conducts legal evaluation.			
	3.1.2 If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.			
<p>4. RE Developer rectifies the proof of payment</p> <p><i>Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			Chief, BEMD
	4.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated (Start of Day 1). LS conducts Legal evaluation.			
	4.1.2 If payment is not valid, BEMD notifies the RE Developer of the disqualification (End of Process).			
	4.2 Upon complete submission and payment of processing fee, LS conducts Legal evaluation.		3 Calendar Days	Director, LS
	4.2.1 If legally qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation/inspection and biofuel virtual product sampling			Chief, BEMD
	4.2.2 If LS deferred the submission, BEMD notifies the RE Developer to rectify the submission			

	within ten (10) Working Days.			
<p>5. RE Developer submits the rectified documentary requirements</p> <p><i>Note: If failure to rectify within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i></p>	5.1 LS re-evaluates the RE Developer’s rectified submission.		3 Calendar Days	Director, LS
	5.1.1 If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation / inspection of the facility and biofuel virtual biofuel product sampling.			Chief, BEMD
	5.1.2 If not legally qualified with the re-evaluation, BEMD notifies the RE Developer on the disqualification (End of Process).			
<p>6. RE Developer sets and coordinates with BEMD for the schedules of on-site validation / inspection of the facility and virtual biofuel product sampling</p> <p><i>Note: If failure to set/coordinate within three (3) working days, the Applicant will receive notification of deemed abandoned.</i></p>	6.1 BEMD confirms schedule of on-site validation / inspection of the facility and virtual biofuel product sampling.		1 Calendar Day	Chief, BEMD
	6.2 BEMD conducts on-site validation/inspection and virtual biofuel product sampling.		1 Calendar Day	Chief, BEMD

<p>7. RE Developer submits the biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality</p> <p><i>Note: If failure to submit within ten (10) working days, the Applicant will receive notification of deemed abandoned.</i></p>	<p>7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.</p>		<p>1 Calendar Day</p>	<p>Chief, BEMD</p>
	<p>7.2 ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.</p>			<p>ERTLS</p>
	<p>7.3 ERTLS issues laboratory analysis result to BEMD.</p> <p>BEMD evaluates the results of laboratory analysis.</p> <p>If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).</p>		<p>1 Calendar Day</p>	<p>Chief, BEMD</p>
	<p>7.3.1 If compliant with the PNS, BEMD prepares Validation Report and Recommendation of Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the RE Developer, for approval of the REMB Director.</p>		<p>2 Calendar Days</p>	<p>Chief, BEMD</p>

	7.4 REMB Director acts on the Validation Report and Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 Calendar Days	Director, REMB Chief, BEMD
	7.4.1 If approved, BEMD endorses Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant to LS.			
	7.4.2 If not approved, returns to BEMD for further action.			
	7.5 LS acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 Calendar Days	Director, LS Chief, BEMD
	7.5.1 If approved, BEMD endorses the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant to the Assistant Secretary.			
	7.5.2 If not approved, returns to BEMD for further action.			
	7.6 Assistant Secretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 Calendar Days	Assistant Secretary Chief, BEMD

	7.6.1 If approved, BEMD endorses the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant to the Undersecretary.			
	7.6.2 If not approved, returns to BEMD for further action.			
	7.7 Undersecretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		2 Calendar Days	Undersecretary Chief, BEMD
	7.7.1 If approved, BEMD endorses the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant to the Secretary.			
	7.7.2 If not approved, returns to BEMD for further action.			
	7.8 Secretary acts on the Recommended Issuance of Renewal of Certificate of Registration (COR) as Biofuel Distributor of the Applicant.		7 Calendar Days	Office of the Secretary Chief, BEMD
	7.8.1 If approved, BEMD notifies the Applicant of the approved Renewal of Certificate of Registration (COR) as Biofuel Distributor.			
	7.8.2 If disapproved, returns to BEMD for further action.			

	7.9 BEMD transmits the copy of the Annex A (Terms & Conditions)		1 Calendar Day	Chief, BEMD
8. RE Developer uploads the duly signed and notarized Annex A <i>Note: If failure to submit within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	8.1 BEMD acts on the submitted document within one (1) working day.			Chief, BEMD
	8.1.1 If acceptable, BEMD notifies the Applicant on the release of the approved Renewal of Certificate of Registration (COR) as Biofuel Distributor.		1 Calendar Day	
	8.1.2 If not acceptable BEMD notifies the Applicant of the incomplete submission.			
9. RE Developer submits the duly signed and notarized Annex A <i>Note: If failure to upload within thirty (30) working days, the Applicant will receive notification of deemed abandoned.</i>	9.1 BEMD acts on the uploaded rectified document within one (1) working day.			Chief, BEMD
	9.1.1 If acceptable, BEMD notifies the Applicant on the release of the approved Renewal of Certificate of Registration (COR) as Biofuel Distributor.			
	9.1.2 If not acceptable, BEMD notifies the Applicant on the disqualification (End of Process).			
10. RE Developer picks-up the signed Certificate of Registration (COR) as Biofuel Distributor.				
Total Number of Days			30 Calendar Days	



Procedure for the Application for Registration of a Biofuel Producer/Manufacturer Under RA 9513

An accredited Biofuel Producer shall secure Certificate of Registration under R.A. No. 9513 also known as the “Renewable Energy Act of 2008” pursuant to Section 7 of Republic Act (R.A.) No. 9367 otherwise known as “The Biofuels Act of 2006” and Rule 4 of its Implementing Rules and Regulations and Chapter III Section 7 of Department Circular No. DC2019-10-0013 or the “Omnibus Guidelines Governing the Award and Administration of Renewable Energy Contracts and the Registration of Renewable Energy Developers.”

Office or Division:	Renewable Energy Management Bureau - Biomass Energy Management Division (BEMD)			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	An accredited biofuel producer intending to be registered as an RE Developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent	Provided by Applicant			
2. Duly accomplished DOE application form	Provided by DOE-REMB-BEMD			
3. Bureau of Internal Revenue (BIR) tax clearance for the immediately preceding year	Concerned Revenue District Office			
4. Updated distribution networks and authorized distributors, if any	Provided by Applicant			
5. Updated local government licenses and permits <ul style="list-style-type: none"> - Business Permit - Sugar Regulatory Administration (SRA) / Philippine Coconut Authority (PCA) Registration, as applicable 	<ul style="list-style-type: none"> - Concerned LGU - SRA for bioethanol production - PCA for biodiesel production 			
6. Proof of compliance with the Philippine National Standards (PNS)	- DOE- Energy Research and Testing Laboratory Services			
7. Proof of Payment of filing fees	- Provided by Applicant			
8. Completion of DOE’s on-site validation/ inspection of the facilities and sample-taking of the biofuels produced	- DOE-REMB-BEMD			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RE Developer submits the complete set of requirements for the application thru DOE-Records Management	1.1 BEMD checks the completeness and consistency of the submission within three (3) working days.			Chief, BEMD
	1.1.1 If the submission is complete, BEMD			

<p>Division (RMD) or REMB Email</p>	<p>transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.</p>			
<p>2. RE Developer re-submits the updated documentary requirements</p> <p><i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i></p>	<p>2.1 BEMD checks the completeness and consistency of the resubmission within three (3) working days.</p>			<p>Chief, BEMD</p>
<p>2.1.1 If the re-submission is complete, BEMD transmits a copy of the Order of Payment and notifies the Applicant thru email to pay the processing fee within five (5) working days.</p>				
<p>2.1.2 If the re-submission is incomplete, BEMD notifies the Applicant thru email on the cancellation of application due to incomplete submission.</p>				
<p>3. RE Developer pays thru the DOE Cashier or other modes of payment</p> <p><i>Note: If failure to pay within five (5) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	<p>3.1 If payment has been made, BEMD validates the proof of payment within one (1) working day.</p>	<p>Application Fee - Php 12,650.00</p>	<p>3 Calendar Days</p>	<p>Chief, BEMD</p>
<p>3.1.1 If payment is valid, BEMD notifies the RE Developer that the payment has been validated.</p>				

	LS conducts legal evaluation (Start of Day 1).			
	3.1.2 If payment is not valid, BEMD notifies the RE Developer to rectify the payment within two (2) working days.			
4. RE Developer rectifies the proof of payment <i>Note: If failure to rectify within two (2) working days, the RE Developer will receive notification of deemed abandoned.</i>	4.1 If payment is rectified, BEMD validates the proof of payment within one (1) working day.			Chief, BEMD
	4.1.1 If payment is valid, BEMD notifies the Applicant that the payment has been validated (Start of Day 1). LS conducts Legal evaluation			
	4.1.2 If payment is not valid, BEMD notifies the Applicant of the disqualification (End of Process).			
5. RE Developer submits the rectified documentary requirements <i>Note: If failure to rectify within ten (10) working days, the Applicant will</i>	5.1 LS re-evaluates the Applicant's rectified submission.			Director, LS
	5.1.1 If qualified, BEMD informs RE Developer to set the schedule of conduct for on-site validation/inspection		3 Calendar Days	Chief, BEMD

<p><i>receive notification of deemed abandoned.</i></p>	<p>and biofuel product sampling.</p>			
	<p>5.1.2 If not qualified with the re-evaluation, BEMD notifies the RE Developer on the disqualification (End of Process).</p>			
<p>6. RE Developer sets and coordinates with BEMD for the on-site validation/inspection and biofuel product sampling</p> <p><i>Note: If failure to set/coordinate within three (3) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	<p>6.1 BEMD confirms schedule of conduct for on-site validation/inspection and biofuel product sampling.</p>		<p>1 Calendar Day</p>	<p>Chief, BEMD</p>
	<p>6.2 BEMD conducts on-site validation/inspection and biofuel product sampling.</p>		<p>1 Calendar Day</p>	<p>Chief, BEMD</p>
<p>7. RE Developer submits the biofuel product sample drawn, monitoring form and certificates of completion of activity and product quality</p> <p><i>Note: If failure to submit within ten (10) working days, the RE Developer will receive notification of deemed abandoned.</i></p>	<p>7.1 If biofuel product sample is submitted, BEMD receives the biofuel product sample and endorses to ERTLS for laboratory analysis.</p>		<p>1 Calendar Day</p>	<p>Chief, BEMD</p>

	7.2 ERTLS conducts laboratory analysis of biofuel product sample within twelve (12) working days.			ERTLS
	7.3 ERTLS issues laboratory analysis result to BEMD. BEMD evaluates the results of laboratory analysis. If non-compliant with the PNS, BEMD notifies the RE Developer of the disqualification (End of Process).		1 Calendar Day	Chief, BEMD
	7.3.1 If compliant with the PNS, BEMD prepares Validation Report and Recommendation of Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer, for approval of the REMB Director.		2 Calendar Days	
	7.4 REMB Director acts on the Validation Report and Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.		2 Calendar Days	Director, REMB Chief, BEMD
	7.4.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer to LS.			
	7.4.2 If not approved REMB Director returns to BEMD for further action.			

	7.5 LS acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer.		2 Calendar Days	Director, LS Chief, BEMD
	7.5.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer to the Assistant Secretary.			
	7.5.2 If not approved, LS returns to BEMD for further action.			
	7.6 Assistant Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.		2 Calendar Days	Assistant Secretary Chief, BEMD
	7.6.1 If approved, BEMD endorses the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer to the Undersecretary.			
	7.6.2 If not approved, Assistant Secretary returns to BEMD for further action.			
	7.7 Undersecretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.		2 Calendar Days	Undersecretary Chief, BEMD
	7.7.1 If approved, BEMD endorses the			

	Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer to the Secretary.			
	7.7.2 If not approved, Undersecretary returns to BEMD for further action.			
	7.8 Secretary acts on the Recommended Issuance of Certificate of Registration (COR) as Biofuel Producer of the RE Developer.		7 Calendar Days	Office of the Secretary Chief, BEMD
	7.8.1 If approved, BEMD notifies the RE Developer of the approved Certificate of Registration (COR) as Biofuel Producer.			
	7.8.2 If not approved, Secretary returns to BEMD for further action.			
	7.9 BEMD notifies the RE Developer on the release of Approved Certificate of Registration (COR) as Biofuel Producer.		1 Calendar Day	Chief, BEMD
8. RE Developer picks-up the signed Certificate of Registration (COR) as Biofuel Producer.				
Total Number of Days		28 Calendar Days		



Pre-Application Process for Biomass Operating Contract Application

An applicant shall secure a Renewable Energy Service / Operating Contracts and Certificate of Registration from the Department of Energy (DOE) prior to the exploration, development, and utilization of renewable energy resources such as but not limited to, biomass, solar, wind, hydropower, geothermal and ocean energy resources, and including hybrid systems

Office or Division:	Renewable Energy Management Bureau (REMB) – Biomass Energy Management Division (BEMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Any person, local or foreign, may apply for RE Contracts subject to the limits provided by the DC2019-10-0013			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent (LOI) Addressed to REMB Director		Template LOI Letter (Annex H of the Department Circular No. DC2019-10-0013)		
2. Location Map of the Project Area showing the boundaries using any available administrative basemap with equivalent PRS'92 geographic coordinates of all boundary corners		Provided by the Applicant		
CLIENT STEPS	AGENCY / EVOSS ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant chooses a Project from the List in EVOSS associated to the Company		None		
2. Applicant submits thru the EVOSS system the complete application documents	2.1 EVOSS System notifies REMB – BEMD to check the completeness of the submitted requirements within 3 working days.			REMB-BEMD
	2.1.1 If the submission is complete, EVOSS creates the deliverable and sets DOE time to start (Day 1)			REMB-BEMD

	2.1.2 If submission is incomplete, REMB-BEMD notifies the Applicant thru the EVOSS System to update the submission			<i>REMB-BEMD</i>
3. Applicant submits thru the EVOSS system the updated submission Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned	3.1 REMB-BEMD checks the completeness and consistency of the submission within three (3) working days* *If not acted within 3 working days, EVOSS System generates a Deemed Complete Certificate and notify REMB-BEMD to conduct evaluations.			<i>REMB-BEMD</i>
	3.1.1 If submission is complete, EVOSS notifies REMB-BEMD to prepare the acknowledgement letter (Start of Day 1)			
	3.1.2 If submission is incomplete, REMB-BEMD thru EVOSS notifies the RE Developer on the cancellation of application due to incomplete submission			
	3.2 REMB-BEMD prepares the acknowledgement letter indicating the schedule of briefing/orientation on requirements and processes and endorses to the		2 Working Days	<i>REMB - Assistant Director</i> <i>REMB-BEMD</i>

	REMB Assistant Director			
	3.3 REMB-BEMD uploads the signed acknowledgement letter and EVOSS notifies the Applicant on the conduct of briefing / orientation		1 Working Day	<i>REMB-BEMD</i>
Total Number of Days			3 Working Days	



TECHNICAL SERVICES MANAGEMENT DIVISION (NREB-TSMD)

PROCESSES

1. Green Energy Option Program Operating Permit Application



Green Energy Option Program Operating Permit Application

A Renewable Energy (RE) Supplier shall secure an Operating Permit from the Department of Energy (DOE) in order to provide electric power supply to End-Users under the Green Energy Option Program (GEOP).

Office or Division:	Renewable Energy Management Bureau (REMB) – National Renewable Energy Board - Technical Services Management Division (NREB-TSMD)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Qualified RE Suppliers and Retail Electricity Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent to the DOE		Provided by Applicant		
2. Billing document from at least one (1) Contestable Customer for two (2) years immediately preceding the date of application, or a sworn statement of such Contestable Customer attesting to the fact that it has a contract with the applicant effective for the two (2) years immediately preceding the date of application (For Retail Electricity Suppliers only)				
3. Affidavit of undertaking on the capability to supply and deliver the RE generation to the End-User				
4. Proof of a Contract for the Supply of Replacement Power in accordance with Section 10.1 of DC2020-04-0009				
5. Proof of payment of the processing fee				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Applicant submits the complete documentary requirements thru the DOE-Records Management Division or REMB Email	1.1. NREB-TSMD checks the completeness and consistency of the submission within three (3) working days.			Chief, NREB-TSMD Chief, DOE-Records Management Division

	1.1.1. If the submission is complete, NREB-TSMD transmit the Order of Payment thru email and notifies the RE Developer to pay the processing fee within five (5) working days.			
	1.1.2. If the submission is incomplete, NREB-TSMD notifies the Applicant of the incomplete submission			
2. The Applicant re-submits the updated documentary requirements. <i>Note: Failure to submit the updated documents within thirty (30) Calendar Days upon receipt of notice, application will be deemed abandoned</i>	2.1. NREB-TSMD checks the completeness and consistency of the submission within three (3) working days.			Chief, NREB-TSMD
	2.1.1. If the re-submission is complete, NREB-TSMD transmit the Order of Payment thru email and notifies the RE Developer to pay the processing fee within five (5) working days.			

	2.1.2. If the re-submission is incomplete, NREB-TSMD notifies the RE Developer on the cancellation of application due to incomplete submission			
3. The Applicant pays the processing fee thru the DOE Cashier or other modes of payment. <i>Note: If failure to pay within five (5) working days, the Applicant will receive notification of deemed abandoned.</i>	3.1. If payment has been made, NREB-TSMD validates the proof of payment within one (1) working day.	PhP 5,000.00 Processing Fee		Chief, NREB-TSMD
	3.1.1. If payment is valid, NREB-TSMD conducts evaluation of the submitted documents. (Start of Day 1).			
	3.1.2. If payment is not valid, NREB-TSMD notifies the Applicant thru email to rectify the payment within two (2) working days.			
4. The Applicant rectifies the proof of payment. <i>Note: If failure to rectify</i>	4.1. If payment is rectified, NREB-TSMD validates the proof of payment within one (1) working day.			Chief, NREB-TSMD

<i>within two (2) working days, the Applicant will receive notification of deemed abandoned.</i>				
	4.1.1. If payment is valid, NREB-TSMD conducts evaluation of the submitted documents. (Start of Day 1).			
	4.1.2. If payment is not valid, NREB-TSMD notifies the Applicant of the disqualification.			
	4.2. If rectified payment has been made, NREB-TSMD conducts evaluation of the submitted documents.		10 Calendar Days	Chief, NREB-TSMD
	4.2.1. If qualified, NREB-TSMD provides recommendation for the issuance of the GEOP Operating Permit and endorses the Application to the REMB Director.			
	4.2.2. If not qualified, NREB-TSMD notifies the Applicant of the disapproval.			
	4.3. The REMB Director Acts on the recommendation.		3 Calendar Days	REMB Director

	4.3.1. If concurred, NREB-TSMD endorses the recommendation to the Assistant Secretary			Chief, NREB-TSMD
	4.3.2. If not concurred, NREB-TSMD notifies the Applicant of the disapproval.			
	4.4. The Assistant Secretary acts on the recommendation.		3 Calendar Days	Assistant Secretary
	4.4.1. If concurred, NREB-TSMD endorses the recommendation to the Undersecretary.			Chief, NREB-TSMD
	4.4.2. If not concurred, NREB-TSMD notifies the Applicant of the disapproval.			
	4.5. The Undersecretary acts on the recommendation.		3 Calendar Days	Undersecretary
	4.5.1. If concurred, NREB-TSMD endorses the recommendation to the Secretary.			Chief, NREB-TSMD
	4.5.2. If not concurred, NREB-TSMD notifies the Applicant of the disapproval.			
	4.6. The Secretary acts on the recommendation and approves / disapproves the issuance of GEOP		8 Calendar Days	Secretary

	Operating Permit.			
	4.6.1. If approved, NREB-TSMD notifies the Applicant on the approval and transmit a copy of the signed GEOP Operating Permit.		1 Calendar Day	Chief, NREB-TSMD
	4.6.2. If disapproved, NREB-TSMD notifies the Applicant of the disapproval.			
Total Number of Days			28 Calendar Days	