PROCESS FLOW DIAGRAM

CERTIFICATE OF ENDORSEMENT TO OTHER NGAs or LGUs

TECHNOLOGY	CONCERNED REMB DIVISION
1. Geothermal	GEMD
2. Hydro	HOEMD
3. Ocean	HOEMD
4. **Solar**	**SEMG**
5. **Wind**	**WEMG**
6. Biomass	BEMD
7. Biofuels	BEMD

START

Applicant Chooses a Project from the List in EVOSS associated to the Company

Project Record is found in EVOSS

NO → Applicant won't be able to submit application

YES

Applicant submits online thru the EVOSS system the complete set of documentary requirements

(1) EVOSS notifies **Concerned REMB Division** of the submitted application thru a system generated email

(1) Concerned REMB Division checks the completeness and consistency of the submission within three (3) working days

Acted within 3 working days?

NO → **(1.1) EVOSS System generates a Deemed Complete Certificate**

(2) EVOSS Notifies the **Applicant and Concerned REMB Division** thru a system generated email of the complete/ incomplete submission

YES

Complete?

NO → **(3)** EVOSS System notifies the **Applicant** through a system generated email to update the submission within 30 Calendar Days

(2) Applicant submits thru the EVOSS system the updated documentary requirements

Within 30 Calendar Days?

NO → **(4)/(4A)** EVOSS System notifies the **Applicant** through a system generated email on the cancellation of the application due failure to update the submission

END

YES

(5) EVOSS System notifies **REMB Concerned Division** of the submitted application thru a system generated email

(3) REMB Concerned Division checks the completeness and consistency of the submission within three (3) working days

Acted upon within 3 working days?

NO → **(3.1) EVOSS System generates a Deemed Complete Certificate**

(6) EVOSS notifies the **Applicant** of the issuance of Deemed Complete Certificate and REMB Concerned Division to process the request

YES

Complete?

NO → **(7)** EVOSS System notifies the **Applicant** through a system generated email on the cancellation of the application due to incomplete submission

END

YES

EVOSS creates the deliverable in EVOSS and sets DOE time to START.
(**Start of Day 1)**

(4) Concerned REMB Division Evaluates the application, and prepares the Endorsement Letter/s
within 2 Calendar Days

Still within the time frame?

NO → **(4.1)EVOSS System generates a Deemed Approved Certificate**

(8) EVOSS Notifies the **Applicant and REMB (DOE)** of the issuance of Deemed Approved Certificate

END

YES

(5) REMB Director Acts on the Endorsement Letter
within 2 Calendar Days

Still within the time frame?

NO → **(5.1)EVOSS System generates a Deemed Approved Certificate**

(9) EVOSS Notifies the **Applicant and REMB (DOE)** of the issuance of Deemed Approved Certificate

END

YES

Approved?

NO → **(10)** EVOSS notifies the **Applicant** of the Disapproval

END

YES

(6) Concerned REMB Division uploads a copy of the Signed Endorsement Letter
within 1 Calendar Day

Still within the time frame?

NO → **(6.1)EVOSS System generates a Deemed Approved Certificate**

(11) EVOSS Notifies the **Applicant and REMB (DOE)** of the issuance of Deemed Approved Certificate

END

YES

(12) EVOSS notifies the **Applicant** of the signed Endorsement Letter

EVOSS sets the process to COMPLETE and ENDS the TIME

END

TOTAL PROCESSING TIME: 5 CALENDAR DAYS

EVOSS
ENERGY VIRTUAL ONE-STOP SHOP