

MEMORANDUM

DATE: 16 MARCH 2020

TO: ALL OIL COMPANIES

FROM: UNDERSECRETARY DONATO D. MARCOS

SUBJECT: OIMB ALTERNATIVE WORKPLACE SCHEME

Upon the nationwide declaration of State of Public Health Emergency and raising the COVID-19 Alert Level to Code Red Sub-Level 2 by the President, the DOE have realized the further aggravation of the current situation and potential occupational exposure of our frontline personnel to COVID-19 who have regular face-to-face transactions with various clients in provision of public service. This does not only impose grave threat to the safety and health of DOE employees but to the serving public as well.

In order to reduce the potential exposure of the personnel from these COVID-19 risks as the office strives to deliver continued public service in a safe and convenient manner, the following precautionary measures shall be implemented from 16 March 2020 to 14 April 2020.

There shall be one (1) Alternative Work Scheme for OIMB namely Work from Home.



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WORK FROM HOME SCHEME

1. Priority services which shall be done from home are the following:
 - Issuance of acknowledgment letter to oil companies on notices to importation/exportation of crude, petroleum products, other petroleum-based products, laboratory samples and bioethanol, purchase of locally produced bioethanol, and local purchase and sale of imported bioethanol (OICMD); and
 - Issuance of acknowledgment letter to oil companies on notices to importation of lubes and greases (OISMD).
2. Application notices, together with the required documents as prescribed in their respective Citizen's Charter, will be submitted online to the respective email addresses:
 - For OICMD: doe.oimb.oicmd@gmail.com
 - For OISMD: doe.oimb.oismd@gmail.com
3. Start of processing days is upon receipt of complete requirements and proof of payments such as deposit slips.
4. All payments shall be deposited to the **Landbank DOE Trust Fund Account No. 0052-1155-58.**
5. Transmittal of the copy of the signed acknowledgement letter will also be done online to the email of the applicant.



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