

REQUIREMENTS, SUBMISSION, AND PROCESSING OF REGISTRATION AND ISSUANCE OF LICENSE TO OPERATE



**ENGR. RENELYN C. ESTIYA
SUPERVISING SRS, OIMD
DEPARTMENT OF ENERGY
VISAYAS FIELD OFFICE**



REGISTRATION



REQUIREMENTS FOR REGISTRATION TO SELL (Dealers and Retailers)

Annex 4

- Notarized Registration Form (ANNEX 4)
- Notarized certificate of the existence of a contract to sell duly signed by both the Dealer or Retailer and the Trademark owner or Marketer;
- LTO of Dealer or Retailer;
- LTO of Trademark owner or Marketer;
- DOE registration certificate - Trademark or tradename;
- DOE registration certificate – LPG Seal; and
- Notarized company secretary's certificate of the authorized representative of the applicant.



REQUIREMENTS FOR REGISTRATION TO SELL (Dealers and Retailers)

Annex 4

Company Details

- Company Name : **RENELYN C. ESTIYA**
- Business Address : **18, Mabini St, Tunghaan, Minglanilla, Cebu, Region VII**

(Number, Street, Brgy, Mun/City, Province & Region) :

- GPS Coordinates (longitude & latitude) : **123.1258, 9.1254**
- Telephone Number : **032-2532155/09957115152**
- Email Address : **restiya@gmail.com**



REQUIREMENTS FOR REGISTRATION TO SELL (Dealers and Retailers)

Annex 4

Establishment Details

- Company Name : **RCE LPG TRADING**
- Business Address : **18, Mabini St, Tunghaan, Minglanilla, Cebu, Region VII**

(Number, Street, Brgy, Mun/City, Province & Region) :

- GPS Coordinates (longitude & latitude) : **123.1258, 9.1254**
- Telephone Number : **032-2532155/09957115152**
- Email Address : **restiya@gmail.com**



SUPPLY CERTIFICATE (FORMAT)

- [SUPPLY CERTIFICATE\DEALER.pdf](#)
- [SUPPLY CERTIFICATE\RETAILER.pdf](#)
- [SUPPLY CERTIFICATE\REFILLING PLANT.pdf](#)
- [SUPPLY CERTIFICATE\REFILLING AGREEMENT.pdf](#)



SUPPLY CERTIFICATE (FORMAT)

LOGO, Business Name

Address, Email Address and Contact Number

SUPPLIER'S CERTIFICATION (FOR RETAILER)

To the Department of Energy:

This is to certify that APPLICANT'S BUSINESS NAME owned and operated by APPLICANT'S OWNER NAME, located in BUSINESS ADDRESS OF APPLICANT is an authorized LPG **RETAILER** of SUPPLIER'S BUSINESS NAME located at SUPPLIER'S BUSINESS ADDRESS.

SUPPLIER'S BUSINESS NAME has agreed to supply LPG products with the following details:

LPG Brand	Size

Validity of Certificate (Minimum of 1 Year Agreement):

It is understood that subject retailer is required to carry and source its LPG supply from the aforesaid LPG dealer through its authorized showroom/warehouse. It is further required that the abovementioned retailer shall abide by all the existing laws, rules and regulations governing the LPG business.

Failure to comply with any provision of the contract/agreement by subject retailer shall cause the termination/revocation of the same through a written notice to be immediately served and enforced within fifteen (15) days upon receipt.

This certification is hereby issued to APPLICANT'S BUSINESS NAME upon the request for the sole purpose of securing LTO.

Issued this nth day of month, year.

Signature over printed name of Authorized Officer

Dealer's Business Name:

LTO Number:

Date of Expiration:

Conforme:

Signature over printed name of Authorized Officer

Trademark Owner/Marketer's Name:

LTO Number:

Date of Expiration:

NOTARY PUBLIC



CERTIFICATE OF REGISTRATION



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF ENERGY
Visayas Field Office



CERTIFICATE OF REGISTRATION – AUTHORITY TO SELL AN LPG-FILLED CYLINDER BEARING A TRADEMARK OR TRADENAME
COR Code: VFO-LPG-DLR-2025-09-0648

This is to certify that

ANKS CHARLES LPG SUPPLY
STALL #27 PUBLIC MARKET, T. PADILLA, CEBU CITY, CEBU

Has duly complied with the registration requirements of Rule 3, Section 21. Registration – Authority to Sell an LPG Cylinder Bearing a Trademark or Trade name of Department Circular No. DC2022-11-0037 and is hereby authorized to sell the following:


Trademark or Trade Name	Size (in kg)
JPR	170g, and 225g

Suspension, revocation, or cancellation of its License to Operate as LPG Dealer shall cause the automatic suspension, revocation, or cancellation of its trading authority and this Registration Certificate.

Any request for cancellation of this Registration shall require a submission of notification to this Field Office (FO).

This Certificate of Registration (CoR) shall remain valid until July 10, 2028, consistent with the Supplier's Agreement unless suspended or cancelled for due cause by the Department of Energy. Further, this CoR shall be prominently displayed in the concerned LPG establishment's premises and/or place of business.

Issued on Sept. 17, 2025, at 5th Floor Escario Building, 731 Escario Street, Capitol Site, Cebu City, Philippines.


DIR. RENANTE M. SEVILLA
OIC, VISAYAS FIELD OFFICE



Supplier: Cebu JPR Safety Gas Corporation | Toledo City, Cebu

THIS SERVES AS YOUR OFFICIAL DOCUMENT. NO NEED TO CLAIM ANY DOCUMENTS.
This is a computer-generated letter. Please report any discrepancies or errors.

• 5th Floor, Escario Building, 731 Escario Street, 6000, Cebu City, Philippines
☎ (032) 253-2150, 253-3459, 253-7222
✉ vfo.admin@doe.gov.ph





LICENSE TO OPERATE (LTO)

RULE 4



REQUIREMENTS FOR LTO (DEALER)

Annexes F, F-1 to F-5 and Annex K

- Completely Filled Notarized Application Form (*Pro-Format*)
- Company/Business Profile (*Pro-Format*)
- Outlet Profile (*Pro-Format*)
- List of Motor Vehicles (Model/Make/Capacity, with LTO OR/CR and BFP Conveyance Permit and photo, per Vehicle) – [*compliance to PNS on LPG Transport*]
- Executive Briefer of Operation
- Scaled Layout Plan of the Facility (e.g. Warehouse, Showroom)
- SEC or DTI or CDA Registration Certificate



REQUIREMENTS FOR LTO (DEALER)

Annexes F, F-1 to F-5 and Annex K

- Articles of Incorporation, if SEC Registered
- Latest General Information Sheet (GIS), if SEC Registered
- Business Permit indicating the applied LPG Industry activity
- BIR Registration for the applied LPG Industry activity
- Fire Safety Inspection Certificate of the Facility (e.g. Warehouse, Showroom)
- Facility Occupancy Certificate from the LGU (Office of Building Official)
- Fire Prevention and Response Manual



REQUIREMENTS FOR LTO (DEALER)

Annexes F, F-1 to F-5 and Annex K

- List of Trained and Qualified Service Personnel from DOE recognized organization, with attached Certificate
- Notarized Company Secretary Certification for authorized representative and signatory
- Latest digital pictures (5R, with date/time stamp) showing the following:
 - ✓ Full, front and back views of the facility/store
 - ✓ Price Display Board
 - ✓ Weighing Scale/Devices
 - ✓ LPG Cylinders (on display and stock), and
 - ✓ Safety and Informational Signs



REQUIREMENTS FOR LTO (DEALER)

Annexes F, F-1 to F-5 and Annex K

- DOE Legal Clearance of No Pending Case
- Proof of Payment of Fees
- Note:
ALL applicable required entries and requirements in Annexes F, F-1 to F-5, and K should be **FULLY COMPLIED**



DEALER

- **APPLICATION FORM FOR LICENSE TO OPERATE**
([ANNEXES FOR REGISTRATION\Annex F- LTO - Dealer.fnl.docx](#))
- **SUPPORTING DOCUMENTS**
([ANNEXES_LTO\Annexes F-1 to F-5 - LTO \(LPG\) - Dealer.fnl_1663806315.xlsx](#))



DEALER



Republic of the Philippines
DEPARTMENT OF ENERGY

Annex F
September 2022

Application for Issuance of License to Operate LPG Dealer

Date _____

Department of Energy - Visayas Field Office
Energy Industry Management Division
3rd Floor, Espinosa Building, Esposito Street
Cebu City

Dear Sir/Madam:

In compliance with the Department Circular No. 2022-11-0037, please be informed of this application with details as follows:

A. Company Details

- Company Name _____ :
- Business Address _____ :
- (Number, Street, Barangay, Mun/City, Province & Region) _____ :
- GPS Coordinates (longitude & latitude) _____ :
- Telephone Number _____ :
- Email Address _____ :

B. Establishment Details

- Establishment Business Name _____ :
- Business Address _____ :
- (Number, Street, Barangay, Mun/City, Province & Region) _____ :
- GPS Coordinates (longitude & latitude) _____ :
- Telephone Number _____ :
- Email Address _____ :

C. Application Details

- Type of application _____ : Original () Renewal ()

D. Supporting Documentary Requirements

Please refer to the documentary requirements in Annexes F-1 to F-4 for compliance.

E. Compliance to Standards

The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest recognized PNS or in the absence thereof any internationally accepted codes or standards. Please refer likewise to the Dealer Outlet Layout Design in Annex F-5 and Price Display Board Template in Annex K for compliance.

3rd Floor, Espinosa Bldg, 731 Esposito Street, 6000, Cebu City, Philippines
Tel. No. (Trunkline) (032) 253-2150, 253-3499, 253-7222
www.doe.gov.ph; E-mail: info@doe.gov.ph

Very truly yours,

Name, designation & signature of applicant or
authorized representative

Reminders/Instructions:

- This application shall be made per company and/or per establishment - facility, plant or mobile
- Submit this application form with complete documentary attachments to DOE-VFO for the issuance of the required License to operate (LTO) before the start of commercial operations.
- Pay the application fee based on the DOE-VFO order of payment via bank transfer, postal money order/traveler's check or actual DOE treasury counter payment payable to the Department of Energy
- Issuance of License to operate shall not be later than twenty (20) working days from receipt of application
- DOE-VFO may further require a presentation on the details of application in a pre-application conference, and
- Refer to Section 11 of this Department Circular for the DOE handling office of the applicant

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S

BEFORE ME, a Notary Public for and in the City/Municipality of _____, this ___ day of _____ 20___ personally appeared presenting his/her identification, to wit:

Name	Competent Evidence of Identity	Date & Place of Issue

known to me and to me known to be the same person who executed and voluntarily signed the foregoing application, which he/she acknowledged before me as his/her own free and voluntary act and deed, and with full authority to sign in that capacity.

This application consisting of _____ () original copy/ies, submitted to DOE-VFO with complete attachment, duly signed by the applicant.

IN WITNESS WHEREOF, I have hereto set my hand on the day, year and place above the written.

NOTARY PUBLIC

Doe No. _____
Page No. _____
Book No. _____
Series of 20 _____



SAMPLE

APPLICATION FORM FOR (DEALER)

[SAMPLE\Annex F- LTO - Dealer_1.fnf.docx](#)



REQUIREMENTS FOR LTO (RETAIL)

Annexes G, G-1 to G-5 and Annex K

- Completely Filled Notarized Application Form (*Pro-format*)
- Company/Business Profile (*Pro-format*)
- Outlet (Establishment) Profile (*Pro-format*)
- Certification of Existing Supply Contract
- List of Motor Vehicles (Model/Make/Capacity, with LTO OR/CR and BFP Conveyance Permit and photo, per Vehicle) – [*compliance to PNS on LPG Transport*]
- Executive Briefer of Operation
- Scaled Layout Plan of the Facility/Establishment (e.g. Warehouse, Showroom)
- SEC or DTI or CDA Registration Certificate



REQUIREMENTS FOR LTO (RETAIL)

Annexes G, G-1 to G-5 and Annex K

- Articles of Incorporation, if SEC Registered
- Latest General Information Sheet (GIS), if SEC Registered
- Notarized Company Secretary Certification for authorized representative and signatory
- Business Permit indicating the applied LPG Industry activity
- BIR Registration for the applied LPG Industry activity
- Fire Safety Inspection Certificate of the Facility/Establishment (e.g. Warehouse, Showroom) – [*indicating the LPG business activity*]
- Facility Occupancy Certificate [*City/Municipal Engineer's Office*]



REQUIREMENTS FOR LTO (RETAIL)

Annexes G, G-1 to G-5 and Annex K

- Latest Digital Photographs (5R, with date/time stamp) showing the following:
 - ✓ Full, front and back views of the facility/store
 - ✓ Price Display Board
 - ✓ Weighing Scale/Devices
 - ✓ LPG Cylinders (on display and stock), and
 - ✓ Safety and Informational Signs
- DOE Legal Clearance of No Pending Case
- Proof of Payment of Fees
- Note:
ALL applicable required entries and requirements in Annexes G, G-1 to G-5, and K should be FULLY COMPLIED



RETAILER

▪ **APPLICATION FORM FOR LICENSE TO OPERATE**

([ANNEXES FOR REGISTRATION\Annex G - LTO - Retailer.fnl.docx](#))

▪ **SUPPORTING DOCUMENTS**

([ANNEXES_LTO\Annexes G-1 to G-5 - LTO \(LPG\) - Retailer.fnl_1663806315.xlsx](#))



LICENSE TO OPERATE



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF ENERGY

Visayas Field Office
Cebu City

Reference Code No.: VFO-DLR-AnksCharlesLPGSupply-001-09-2025-0158

LICENSE TO OPERATE

Having complied with the provisions of Republic Act No. 11592, otherwise known as "LPG Industry Regulation Act" and its Implementing Rules and Regulations and the Department Circular No. DC2022-11-0037 entitled "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated LPG Industry Participants and Penalizing Certain Prohibited Acts", this License to Operate is hereby granted to:

ANKS CHARLES LPG SUPPLY
Stall #27 Public Market, T. Padilla, Cebu City, Cebu

The issuance of this License does not exempt the LPG establishment from compliance with other applicable requirements imposed/required by other concerned government agencies.

Violation of any provision of Republic Act 11592 and its Implementing Rules and Regulations and Department Circular No. DC2022-11-0037 shall be ground for non-renewal, suspension, or revocation of this License.

This License shall be valid for the type of business activity applied for until Sept. 16, 2030. Application for the renewal of this License, including payment of the necessary fees therefor, shall be made on or before twenty (20) working days from its expiry date.

WITNESS MY HAND and the Seal of this Office on Sept. 17, 2025, at 5th Floor Escario Building, 731 Escario Street, Capitol Site, Cebu City, Philippines.


DIR. RENANTE M. SEVILLA
OIC, VISAYAS FIELD OFFICE



Official Receipt No.: 7564211

Date Issued: Sept. 11, 2025

Amount: P3500.00

THIS SERVES AS YOUR OFFICIAL DOCUMENT, NO NEED TO CLAIM ANY DOCUMENTS

CKIP: This is a computer-generated License to Operate certificate. Please report any discrepancies or errors.



PRE-APPLICATION CONFERENCE

Section 25

The OIMB or FO may further require a presentation on the details of application in a pre-application conference.



LTO PROCESSING TIME

- The receipt and evaluation of the application, and the issuance of the registration certificate and LTO shall comply with the timeline and procedure provided for in the EVOSS and the Citizen's Charter
- Incomplete submission (in documentary requirements, with complete details and correct forms) shall be immediately rejected and need to re-apply

Sections 18.2, 19.4, 20.5, 21.4, 22.4, 23.3, 25



LTO PROCESSING TIME

- Application may be submitted by walk-in (in-person) submission or by carrier/mail
- LTO shall be issued **WITHIN TWENTY DAYS** after submission of application with complete requirements and full compliance of standards [COMPLETE REQUIREMENTS + NO PENDING CASE + PAYMENT OF FEES]



SUMMARY OF SUBMISSIONS

DEALER

- REGISTRATION
 - ✓REGISTRATION FOR AUTHORITY TO SELL - ANNEX 4
- LICENSE TO OPERATE
 - ✓APPLICATION FORM - ANNEX F
 - ✓CHECKLIST - ANNEX F-1
 - ✓COMPANY PROFILE - ANNEX F-2
 - ✓OUTLET PROFILE - ANNEX F-3
 - ✓LIST OF TRANSPORT VEHICLE - ANNEX F-4
 - ✓STANDARDS - ANNEX F-5



SUMMARY OF SUBMISSIONS

RETAILER

○REGISTRATION

✓REGISTRATION FOR AUTHORITY TO SELL

- ANNEX 4

○LICENSE TO OPERATE

✓APPLICATION FORM

- ANNEX G

✓CHECKLIST

- ANNEX G-1

✓COMPANY PROFILE

- ANNEX G-2

✓OUTLET PROFILE

- ANNEX G-3

✓LIST OF TRANSPORT VEHICLE

- ANNEX G-4

✓STANDARDS

- ANNEX G-5



REJECTED APPLICATION (NOTIFICATION)

Rejected Application SN43000 License to Operate GCJ LPG TRADING Cabrera Compound, Guinhalaran, City of Silay, Negros Occidental

Summarize

From: Christian Kim I. Po

Sent: Monday, January 12, 2026 3:39 PM

To: nimfa dano <nimfad509@gmail.com>

Cc: Christian Kim Po <cpo.Itodoe@gmail.com>

Subject: Rejected Application SN43000 License to Operate GCJ LPG TRADING Cabrera Compound, Guinhalaran, City of Silay, Negros Occidental

This refers to your application for the issuance of License to Operate (LTO) located at the above-mentioned address.

Upon evaluation of your submitted documents and in accordance with DOE Circular No. DC2022-11-0037 (Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated LPG Industry Participants and Penalizing Certain Prohibited Acts), we regret to inform you that your application is rejected due to deficiency in requirements.

To proceed, you must re-apply with the remaining documents listed in the attached Application Validation Checklist. For your convenience, we will retain your submitted documents for up to 90 days, during which you must submit your new Application Form with the outstanding requirements. Please note that only valid permits, licenses, and certifications will be accepted upon reapplication.

Lastly, we remind you that operating an LPG facility without the required LTO is considered illegal trading of petroleum products, in violation of the above-mentioned Circulars.

We hope to have informed you accordingly and we anticipate your immediate compliance on this matter.

This Client Satisfaction Measurement (CSM) tracks the customer experience of government offices. Your feedback on your recently concluded transaction will help this office provide a better service. To submit your feedback, kindly click the following link:

<https://bit.ly/vfo-csm>





APPLICATION FOR ORDER OF PAYMENT

[VFO] Order of Payment No. 20260102099

Summarize



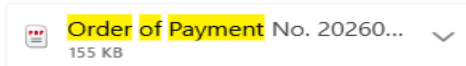
DOE Collection Monitoring System

To: jrblpgcenter@gmail.com

Cc: Renelyn Estiya



Wed 1/21/2026 3:10 PM



NOTE: Please be informed that we only accept payment through the following:

- (1) Cash direct to our Cashier [Please do NOT send cash by mail or courier];
- (2) Postal Money Order [with the Bureau of the Treasury as payee; send the check to our office by courier];
- (3) Manager's or Cashier's Check [with the Bureau of the Treasury as payee; send the check to our office by courier];

Please pay within ten (10) calendar days.

Failure to do so will automatically cancel this Order of Payment.

When remitting your payment, print and submit this Order of Payment

for the issuance of Official Receipt.

Thank you.



ISSUED LTO (NOTIFICATION)

License to Operate Retailer SN43133 MBC CORPORATION Lagura, Mark Reginald B. Purok 4, Pangdan, Jagna, Bohol

Summarize

From: VFO EIMD <vfo.eimd@doe.gov.ph>

Sent: Thursday, January 22, 2026 2:07 PM

To: m.lagura@yahoo.com <m.lagura@yahoo.com>

Subject: License to Operate Retailer SN43133 MBC CORPORATION Lagura, Mark Reginald B. Purok 4, Pangdan, Jagna, Bohol

Dear Ma'am/Sir:

Please refer to the attached digital copy of your applied **License to Operate (LTO)** as RETAILER of liquefied petroleum gas located at the above-mentioned address. Included also, is the **Certificate(s) of Registration (CoR) – Authority to Sell an LPG-Filled Cylinder Bearing a Trademark or Tradename**. Please be reminded that you are only authorized to sell LPG brand(s) included in the issued CoR. The issuance of the LTO does not exempt you, however, to sell LPG without the corresponding **Certificate of Registration (CoR) – Authority to Sell an LPG-Filled Cylinder Bearing a Trademark or Tradename** to be issued for each LPG brand. You are only authorized to sell LPG brand(s) included in the issued CoR. A Certificate of Registration (CoR) – Authorized LPG Transport Vehicle(s) is also required for vehicles used to transport LPG in cylinders, both filled and unfilled.

Please make sure to renew your LTO and/or CoRs not later than the date of expiration. Conducting business in the LPG industry without the required license and certificates is penalized under Republic Act 11592, or the LPG Industry Regulation Act, and its implementing guidelines.

The issuance of the LTO does not preclude you in complying with all existing laws, rules, and regulations governing the downstream oil industry and that of other relevant local and/or national government agencies to ensure safe, fair and orderly conduct of business in the retailing of LPG. This includes the submission of the required reports.

To be fully informed of your responsibilities as LPG industry player, you are encouraged to attend the monthly briefing on DOI Rules and Regulations to be conducted on _____. Please register your participation at _____. Follow us in our Facebook Page for announcement (<https://facebook.com/doevisayas>).

You are required to color print and post in conspicuous place the attached License to Operate and Certificate of Registration. Failure to post has corresponding penalty under the same law.



VALIDITY OF CERTIFICATE OF AUTHORITY TO SELL

The validity/duration of the issued Authority to Sell is **DEPENDENT** on the validity/duration of the Supply Contract/Agreement submitted

NOTE:

Application for Registration is **PER BRAND**



REPORTORIAL REQUIREMENTS

Section 25

- All DOE-regulated LPG industry participants shall submit the prescribed written or electronic forms or reports to the DOE
- The DOE shall be prohibited from sharing, disclosing, or making available to the general public and other LPG industry participants any information, document, plan, and report constituting trade secrets, proprietary data, and other legitimate commercial information which are confidential or privileged in nature



REPORTORIAL REQUIREMENTS

Sections 29.5 and 29.6

DEALER

1. Annual Update Report on Company Profile
2. Annual Update Report on Facility Profile
3. Annual Update Report on LPG Supply and Demand Balance
4. Annual Update Report on Inventory of LPG Cylinders
5. Certification on Existing Contracts

*If no changes or update in items 1 and 2, cover letter indicating no changes or update must be submitted duly signed by owner/authorized representative



REPORTORIAL REQUIREMENTS

Sections 29.5 and 29.6

RETAILER

1. Annual Update Report on Company Profile
2. Annual Update Report on Facility Profile
3. Annual Update Report on LPG Supply and Demand Balance
4. Annual Update Report on Inventory of LPG Cylinders
5. Certification on Existing Contracts

*If no changes or update in items 1 and 2, cover letter indicating no changes or update must be submitted duly signed by owner/authorized representative



LTO DIGITAL FORMS FOR RETAILER/DEALER

ONLINE FORM

[HTTPS://BIT.LY/VFOLTOAPPLICATION](https://bit.ly/vfoltoapplication)



LTO DIGITAL FORMS FOR RETAILER/DEALER

DOE-VFO LTO Forms Generator [Instruction Manual](#)

Login

DOE-VFO License to Operate (LTO) Forms Generator

- For more information on how to apply for registration and issuance of a License to Operate as a qualified LPG industry participant in the Visayas, please visit this link: <https://www.doe.gov.ph/vfo-lto>.
- Please note that the DOE-VFO LTO Forms Generator is exclusive to LPG players in Visayas.
- The LTO Forms Generator is **NOT an Online Application**. Forms must be printed and notarized and must be submitted to our office.

*For questions, clarifications, and errors encountered related to filling up the **LTO FORMS GENERATOR**, please email vfolto.application@gmail.com*

Login

or

I want to register as...



LTO DIGITAL FORMS FOR RETAILER/DEALER

DOE-VFO LTO Application x +

vfolto.pythonanywhere.com ☆ Incognito

DOE-VFO LTO Forms Generator Instruction Manual Login

DOE-VFO License to Operate (LTO) Forms Generator

- For more information on how to apply for registration and issuance of a License to Operate as a qualified LPG industry participant in the Visayas, please visit this link: <https://www.doe.gov.ph/vfo-lto>.
- Please note that the DOE-VFO LTO Forms Generator is **exclusive to LPG players in Visayas**.
- The LTO Forms Generator is **NOT an Online Application**. Forms must be printed and notarized and must be submitted to our office.

For questions, clarifications, and errors encountered related to filling up the LTO FORMS GENERATOR, please email vfolto.application@gmail.com

Login

or

I want to register as...

--

Developed By Pete Marvin Pañares | VFO-EIMD © 2023



FACEBOOK PAGE

<https://www.facebook.com/doevisayas>



Department of Energy - Visayas Field Office

2.5K followers • 1 following

Following



FACEBOOK PAGE



Department of Energy - Visayas Field Office

February 1 · 🌐



ADVISORY TO ALL LPG INDUSTRY PARTICIPANTS:

Relative to the implementation of Department Circular No. DC2022-11-0037, or the Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated LPG Industry Participants and penalizing Certain Prohibited Acts, pursuant to Republic Act (RA) No. 11592, otherwise known as LPG Industry Regulation Act and its Implementing Rules and Regulations (IRR), the DOE – Visayas Field Office will start receiving applications for Registration and Issuance of License to Operate to LPG Refillers, Independent Haulers, Dealers, Retailers, Auto-LPG Dispensing Stations, LPG Centralized System and Bulk Consumers operating in the Visayas.

For **Visayas applicants**, you may download our excel forms <https://bit.ly/vfoltoforms> or you may use our **Digital Application Filing Form** with auto-generated formats of required Annexes by accessing the link <https://bit.ly/vfoltoapplication>

Please be informed, however, that we are not accepting applications by email. Applications may be submitted by mail carrier or in-person.

APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

For LPG Visayas Applicants

Download our Excel forms
<https://bit.ly/vfoltoforms>
or

Use our Digital Application Filing Form
with auto-generated formats of required Annexes
<https://bit.ly/vfoltoapplication>

  You, Pete Marvin, Stephanie Jainar and 17 others

10 



DOE – VFO LTO APPLICATION ONLINE LINKS

doe.gov.ph/vfo-lto

FOLLOW US ON FACEBOOK
FOR ANNOUNCEMENT/ADVISORY

[/doevisayas](https://www.facebook.com/doevisayas)



IMPORTANT REMINDERS

We do NOT accept ONLINE APPLICATION, or by email. Application shall only be submitted either in-person or send through mail / carrier



Thank you!

 www.doe.gov.ph

 vfo.oims@doe.gov.ph

 FB: /doevisayas

**DEPARTMENT OF ENERGY
Oil Industry Management Division
Visayas Field Office**
 **3rd Floor, Escario Building
731 Escario Street, Capitol Site
Cebu City**

 **032-2537222 / 253 2150 / 253 3459
Local 202, 216, 217**