PROCESS FLOW DIAGRAM
REQUEST FOR ENDORSEMENT TO NGAs or LGUs

START

Applicant Chooses an RE 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

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

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

Complete?
- NO → EVOSS notifies the **Applicant** thru a system generated email of the incomplete submission
- YES

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

Concerned REMB Division prepares the Endorsement and endorses to the REMB Director thru the Asst. Director

Passed?
- NO → EVOSS notifies the **Applicant** thru a system generated email of the Dispproval of the Request for Endorsement → **END**
- YES

REMB Director signs the Endorsement

Approved?
- NO → EVOSS notifies the **Applicant** thru a system generated email of the Dispproval of the Request for Endorsement → **END**
- YES

Concerned REMB Division uploads a copy of the signed Endorsement

EVOSS notifies the **Applicant** thru a system generated email of the signed Endorsement

EVOSS sets the process to COMPLETE and ENDS the TIME for **Concerned REMB Division**

END

TOTAL PROCESSING TIME: 5 CALENDAR DAYS

EVOSS
ENERGY VIRTUAL ONE-STOP SHOP