



**Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)**

DEPARTMENT CIRCULAR NO. DC2023-08-0025 (hw)

**GUIDELINES ON THE RECOGNITION OF TRAINING ORGANIZATIONS FOR
QUALIFIED SERVICE PERSONS OF DOE-REGULATED LIQUEFIED
PETROLEUM GAS (LPG) INDUSTRY PARTICIPANTS**

Pursuant to Section 4.2 (d) (xiii) of the Implementing Rules and Regulations of Republic Act (RA) No. 11592 or the LPG Industry Regulation Act, the Department of Energy (DOE) hereby issues, adopts and promulgates the following rules and regulations:

Rule I. General Provisions

Section 1. Scope.

This Department Circular (DC) shall govern the recognition by the DOE of a Training Organization authorizing such to conduct training courses for individuals who will be working as Qualified Service Persons in any of the Activities or facilities of the DOE-regulated LPG industry participants.

No such organization shall be authorized to issue a Training Certificate without valid recognition as a Training Organization from the DOE. Only a Training Certificate issued by a duly recognized Training Organization shall be considered valid and acceptable to the DOE without prejudice to those issued by other organizations duly recognized and accredited by the government.

Section 2. Declaration of Policy.

It is hereby declared the policy of the State to protect the interests of End Consumers, ensure their general welfare, and establish standards of conduct for business. Towards this end, the State shall:

- 2.1 Institute reforms in the existing standards of conduct and codes of practice for LPG industry;
- 2.2 Ensure the health, safety, security, environmental, and quality standards for the following:
 - (a) Importing, refining, storing, exporting, refilling, transportation, distribution, and marketing of LPG;
 - (b) Importation, manufacture, requalification, repair, scrappage, exchange, swapping, and improvement of LPG Pressure Vessels, whichever is applicable;

- 2.3 Promote awareness regarding the health, safety, security, environmental, and quality standards for the proper use of LPG, LPG Pressure Vessels, and Ancillary Equipment through information dissemination and End Consumer education campaigns;
- 2.4 Uphold the right of End Consumer to freely choose the Trademark or Trade Name of LPG-filled cylinders they want to purchase and improve competition in the LPG industry for the benefit of End Consumer; and
- 2.5 Be at the forefront of technological innovation, in partnership with public and private stakeholders, by keeping abreast of and developing homegrown advancements and breakthroughs in the LPG industry.

Section 3. Definition of Terms.

As used in this DC, the following terms shall be defined as follows:

- (a) Act - refers to the LPG Industry Regulation Act;
- (b) Activities - refer to:
 - (1) Importing, refining, storing, exporting, refilling, transportation, distribution, and marketing of LPG for residential, commercial, industrial, or automotive use; and
 - (2) Importing, manufacturing, distribution, selling, requalifying, repairing, and scrapping of LPG Pressure Vessels, whichever is applicable, authorized LPG Seals, and other Ancillary Equipment;
- (c) Ancillary Equipment - refers to parts, devices, and accessories necessary and indispensable for the safe and proper operation of an LPG Pressure Vessel such as seals, valves, hoses, and regulators;
- (d) Applicant - refers to a DOE-regulated LPG participant engaged in the operation of any of the Activities and facilities of the LPG industry or an LPG association engaged in advocacies and implementation of the law, rules and regulations, plans and programs of the LPG industry who applies for the issuance of a DOE recognition certificate as a Training Organization of the LPG industry;
- (e) Auto-LPG Dispensing Station - refers to a facility or business establishment, which sells Auto-LPG directly to Auto-LPG vehicle users. It may be a standalone establishment, or located within or operated within a liquid petroleum products retail outlet;

- (f) Bulk Supplier - refers to a duly authorized natural or juridical person who engages in the sale or distribution of LPG in large quantities and requires bulk storage of LPG;
- (g) Centralized LPG Piping System - refers to a means of distributing LPG through a closed system of pipelines within a building from locally installed LPG pressure vessels;
- (h) Dealer - refers to any duly authorized natural or juridical person engaged in the trading or sale of LPG in cylinders to retail outlets or directly to End Consumer;
- (i) DOE Recognition Certificate - refers to a document issued by the DOE, through the OIMB, to a DOE-regulated LPG industry participant or an LPG association which has complied with all the requirements under this DC qualifying such as a Training Organization of the LPG industry;
- (j) DOE-regulated LPG industry participants - refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator as defined in the Act's Implementing Rules and Regulations;
- (k) End Consumer - refers to any person who purchases LPG for own consumption;
- (l) FOs - refer to the DOE field offices for Luzon, Visayas, and Mindanao;
- (m) Hauler - refers to a duly authorized natural or juridical person involved in the transportation, distribution, and delivery of LPG in cylinders and cartridges, and bulk LPG through the use of authorized motor vehicles;
- (n) OIMB - refers to the Oil Industry Management Bureau of the DOE;
- (o) LPG - refers to liquefied petroleum gas which consists of commercial propane gas or commercial butane gas, or a mixture of both gases, with properties conforming to the standards set forth in the PNS;
- (p) LPG Association – refers to a juridical entity composed of DOE-regulated LPG industry participants created to pursue advocacies and implementation of the law, rules and regulations, plans and programs of the LPG industry;
- (q) LPG Cylinder Exchange and Swapping Program - refers to a system that allows End Consumer to exercise their freedom of choice in the purchase of LPG-filled cylinders through LPG Cylinder exchange and LPG swapping;

- (r) License to Operate or "LTO" - refers to a certification issued by the DOE to a natural or juridical person intending to engage in business for a specific Activity as an LPG industry participant who has complied with all the documentary requirements, quality and safety standards, rules, and regulations prescribed by the DOE and other pertinent government agencies for such an Activity;
- (s) PNS - refers to the Philippine National Standards promulgated by the Department of Trade and Industry-Bureau of Philippine Standards (DTI-BPS) pertaining to product specifications, test methods, terminologies, procedures, or practices pursuant to RA 4109, otherwise known as "An Act to Convert the Division of Standards Under the Bureau of Commerce into a Bureau of Standards, to Provide for the Standardization and/or Inspection of Products and Imports of the Philippines and for Other Purposes", and other applicable laws, rules, and regulations;
- (t) Qualified Service Person - refers to an individual who has successfully completed an approved training course for LPG service persons by the DOE, the DTI, and other relevant government agencies as specified in the Act, or an organization duly recognized and accredited by the government;
- (u) Refiller - refers to a service provider authorized by the Trademark Owner to refill LPG Cylinders on the latter's behalf, or any Trademark Owner which refills LPG into its own LPG Cylinders;
- (v) Refiner - refers to a duly authorized natural or juridical person who refines crude oil and other naturally occurring petroleum hydrocarbons through distillation, conversion, and treatment;
- (w) Retailer - refers to a duly authorized natural or juridical person engaged in the direct and exclusive trade or sale of LPG in cylinders to End Consumer whose maximum floor stock is determined by the DOE;
- (x) Terminal - refers to a facility used to import, receive, unload, and load LPG from local or foreign sources. It is equipped with a port, jetty, and other infrastructure;
- (y) Training Certificate - refers to a document issued by a Training Organization to an individual who has successfully completed an approved training course qualifying such as a Service Person in any of the Activity and facility of the LPG industry covered by the training program;
- (z) Training Organization – refers to a DOE-regulated LPG industry participant or an LPG association recognized and issued with a DOE recognition certificate under this DC; and

- (aa) Trainer – refers to the officially recognized instructors duly certified by the Training Organization to be sufficiently knowledgeable of the training module covered by its training program and possesses the qualifications set forth in Section 7 hereof.

Rule II. Qualified Service Person

Section 4. Mandatory Requirement.

An individual who will be working as a Qualified Service Person as identified by the Training Organization in any of the Activities or facilities of the DOE-regulated LPG industry participants shall be required to successfully complete an approved training course conducted by said Training Organization to qualify them as Service Persons of the specific Activity and facility covered by the training program.

Rule III. Training Organization Recognition Requirements

Section 5. Qualifications and Responsibilities of an Applicant.

The following qualifications and responsibilities shall be complied with by all applicants for the issuance of a DOE Recognition Certificate as a Training Organization:

- (a) The applicant shall refer to a DOE-regulated LPG participant engaged in the operation of any of the Activities and facilities of the LPG industry or an LPG association engaged in advocacies and implementation of the law, rules and regulations, plans and programs of the LPG industry;
- (b) All the DOE-regulated LPG participants referred to in Section 5(a) shall comply with the issuance of an LTO and registration required under the Act and its implementing guidelines;
- (c) The applicant shall submit to the DOE a complete set of training program and module for the safe operation of any of the Activities and facilities of the LPG industry it intends to cover in the training program;
- (d) The applicant shall establish a complete set of Trainers duly certified to be sufficiently knowledgeable of the module covered by its training program and possesses the qualifications set forth in Section 7 hereof;
- (e) The applicant shall establish training venue/s with corresponding administrative personnel that will ensure an effective conduct of training;
- (f) The applicant shall offer the training program openly to all trainees on a nationwide basis. In view hereof, the applicant must specify the maximum number of trainees it can accommodate for a particular training program;

- (g) The applicant warrants the complete, effective, and professional conduct of training, assessment, and issuance of Training Certificate to trainees; and
- (h) In relation to the conduct of training and issuance of Training Certificate, the Training Organization and the trainee shall endeavor to amicably settle any dispute. The Training Organization shall conduct a fair, transparent, and complete dispute resolution process without additional cost to the trainee. The Training Organization shall resolve any dispute within thirty (30) calendar days from the filing by a trainee of a written complaint.

Compliance with the following qualifications and responsibilities shall be maintained by the Training Organization to continuously qualify as a holder of the DOE Recognition Certificate.

Section 6. Documentary Requirements.

The following documentary requirements shall be submitted by the Applicant to the DOE through the OIMB:

- 6.1 Application letter signed by the applicant or by the authorized representative;
- 6.2 Applicant's profile which includes the following information:
 - (a) Business name, address and contact details both landline and email address;
 - (b) Management profile - Owner, President and /or CEO, Board of Directors and the Executive Committee for LPG operation in case the applicant is a DOE-regulated LPG participant. The participant shall submit certified true copy of its LTO and registration;
 - (c) Membership profile in case the applicant is an LPG association. The management profile of each member DOE-regulated LPG participant shall be attached as prescribed in Section 6.2 (b) above;
 - (d) Executive briefer of the applicant's purpose and operation; and
 - (e) Notarized authorization certificate if the applicant designates an authorized representative to process the application, sign and approve the documentary requirements;
- 6.3 Complete set of training program and module for the specific Activity and facility it intends to cover in the training program which shall contain the minimum contents enumerated under Rule IV hereof;

- 6.4 Professional profile of each Trainer with credentials, and certification from the applicant confirming the sufficiency of their knowledge on the module covered by the training program; and
- 6.5 Training venue profile which includes, among others, a description of the facility, address, and its corresponding set of administrative personnel who will manage the facility and conduct the training effectively.

Section 7. Qualifications of Trainers.

The following minimum qualifications shall be complied with by all applicants:

7.1 Managerial and Legal Training.

- (a) Managerial - must have at least five (5) years of relevant work experience in the LPG industry in managerial level positions. The managerial level should feature the knowledge and experience of directing policies, management and/or operation of an LPG Activity or facility; and
- (b) Legal - a lawyer in case of instructions covering laws, rules and regulations governing the management and operation of the Activities or facilities of the LPG industry.

7.2 Technical Training.

- (a) Must have at least three (3) years of relevant work experience in the LPG industry where two (2) years of which is technical related; and
- (b) Must be at least a certified Safety Officer 2 (SO2) based on Department of Labor and Employment - Bureau of Working Condition classification of safety officer for facility and safety practice standards related discussions; or
- (c) Other applicable Trainers with appropriate professional competence on other subject matter of discussion.

The applicant may invite resource speakers from the relevant government agencies as part of its set of Trainers.

Rule IV. Content of Training Program and Module

The Applicant shall prepare its training programs and modules containing the following:

Section 8. Training Program.

The applicant shall submit a training program for each type of operation provided in Section 9 hereof which will include and describe the following details:

- (a) Type of instruction materials and manner of instruction;
- (b) Training schedule, trainee enrollment procedure and maximum number of trainees allowed per training course;
- (c) Allocated time per course;
- (d) Conduct of actual or simulation exercise;
- (e) Professional qualifications of the Trainer per course;
- (f) Mechanism for trainee evaluation and assessment such as written, actual, or simulated examination;
- (g) Grounds for non-acceptance of a trainee. The grounds may be reviewed and revised by the DOE subject to discussion with the Training Organization; and
- (h) Other information relevant to the completion of the training program.

Section 9. Training Module.

The applicant shall submit training module/s for each type of operation which will include and discuss the following content:

9.1 Refinery Operation.

- (a) LPG Industry Regulation Act and its Implementing Rules and Regulations. Particular emphasis should be made on functions of government agencies, responsibilities of a Refiner, Cylinder Exchange and Swapping Program, prohibited acts and penalties;
- (b) Industry value chain;
- (c) Permits and licenses;
- (d) Product knowledge and its PNS;
- (e) Facility layout and design, its relevant components describing thereof the applicable PNS or, in its absence, the reference international standard. Particular emphasis should be made on operational standards and resiliency measures against earthquakes, flood, and fire and leak such as gas leak detector system, leak containment system, water sprinkler and fire extinguisher system, explosion-proof electrical system, and ventilation system;

- (f) Facility safety signages and markings;
- (g) Safety practice and procedure on LPG product processing and handling from crude oil refining, production or direct importation, storage, and transport to depot or Refilling plants describing thereof the applicable PNS or, in its absence, the reference international standard.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this section;

- (h) Motor vehicle and/or marine vessel specifications:
 - (1) Design, specifications, and safety signages or markings of tank truck describing thereof the applicable PNS or, in its absence, the reference international standard; and/or
 - (2) Design, specifications, and safety signages or markings of marine vessel describing thereof the applicable PNS or, in its absence, the reference international standard;
- (i) Safety practice and procedure on safe transport of LPG in bulk describing thereof the applicable PNS or, in its absence, the reference international standards:
 - (1) Loading, transport and unloading of LPG in bulk;
 - (2) Tank truck and/or marine vessel maintenance program. Emphasis on tank truck and marine vessel calibration and sealing; and
 - (3) Tank truck and/or marine vessel prior dispatch inspection requirements and procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (j) Occupational safety requirements:
 - (1) Job hazard analysis orientation;
 - (2) Toolbox meeting;
 - (3) Personnel Protective Equipment; and

- (4) Communication tools;
- (k) Emergency response manual and simulation exercise for earthquake, flood, fire, and leak:
 - (1) Emergency response brigade composition; and
 - (2) Emergency response procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this section;

- (l) Composition of the minimum Qualified Service Persons, their qualifications and training program to effectively manage and operate the facility, the transport, and the emergency response; and
- (m) Basic business principles - finance, inventory, sales and marketing and operations.

9.2 Import Terminal and Depot Operation.

- (a) LPG Industry Regulation Act and its Implementing Rules and Regulations. Particular emphasis should be made on functions of government agencies, responsibilities of a Terminal or depot operator, Cylinder Exchange and Swapping Program, prohibited acts and penalties;
- (b) LPG industry value chain;
- (c) Permits and licenses;
- (d) LPG product knowledge and its PNS;
- (e) Facility layout and design, its relevant components describing thereof the applicable PNS or, in its absence, the reference international standard. Particular emphasis should be made on operational standards and resiliency measures against earthquakes, flood, fire and leak such as gas leak detector system, leak containment system, water sprinkler and fire extinguisher system, explosion-proof electrical system, and ventilation system;
- (f) Facility safety signages and markings;
- (g) Safety practice and procedure on LPG product processing and handling from importation, storage, and transport to depot or Refilling plants describing thereof the applicable PNS or, in its absence, the reference international standard.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this section;

- (h) Motor vehicle and/or marine vessel specifications:
 - (1) Design, specifications, and safety signages or markings of tank truck describing thereof the applicable PNS or, in its absence, the reference international standard; and/or
 - (2) Design, specifications, and safety signages or markings of marine vessel describing thereof the applicable PNS or, in its absence, the reference international standard;
- (i) Safety practice and procedure on safe transport of LPG in bulk describing thereof the applicable PNS or, in its absence, the reference international standards:
 - (1) Loading, transport and unloading of LPG in bulk;
 - (2) Tank truck and/or marine vessel maintenance program. Emphasis on Tank truck and marine vessel calibration and sealing; and
 - (3) Tank truck and/or marine vessel prior dispatch inspection requirements and procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (j) Occupational safety requirements:
 - (1) Job hazard analysis orientation;
 - (2) Toolbox meeting;
 - (3) Personnel Protective Equipment; and
 - (4) Communication tools;
- (k) Emergency response manual and simulation exercise for earthquake, flood, fire, and leak:
 - (1) Emergency response brigade composition; and
 - (2) Emergency response procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this section;

- (l) Composition of the minimum Qualified Service Persons, their qualifications and training program to effectively manage and operate the facility, bulk transport, and emergency response; and
- (m) Basic business principles - finance, inventory, sales and marketing and operations.

9.3 Transport Operation - LPG in Bulk, in Cylinder and/or in Cartridge.

- (a) LPG Industry Regulation Act and its implementing rules and regulations. Particular emphasis should be made on functions of government agencies, responsibilities of a Hauler, Cylinder Exchange and Swapping Program, prohibited acts and penalties;
- (b) LPG industry value chain;
- (c) Permits and licenses;
- (d) LPG product knowledge and its PNS;
- (e) LPG cylinder and/or cartridge knowledge and the PNS on their manufacturing, requalification, repair and disposal;
- (f) Motor vehicle and/or marine vessel specifications:
 - (1) Design, specifications, and safety signages or markings of tank truck, four-wheeled, three-wheeled, and two-wheeled motor vehicle describing thereof the applicable PNS or, in its absence, the reference international standard; and/or
 - (2) Design, specifications, and safety signages or markings of marine vessel describing thereof the applicable PNS or, in its absence, the reference international standard;
- (g) Safety practice and procedure on safe transport of LPG in bulk, in cylinder and/or in cartridge describing thereof the applicable PNS or, in its absence, the reference international standards:
 - (1) Loading, transport and unloading of LPG in bulk, in cylinder and/or in cartridge;

- (2) Motor vehicle and/or marine vessel maintenance program. Emphasis on Tank truck and marine vessel calibration and sealing; and
- (3) Motor vehicle and/or marine vessel prior dispatch inspection requirements and procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

(h) Occupational safety requirements:

- (1) Job hazard analysis orientation;
- (2) Toolbox meeting;
- (3) Personnel Protective Equipment; and
- (4) Communication tools;
- (i) Emergency response manual and simulation exercise for earthquake, flood, fire, and leak:
 - (1) Emergency response brigade composition; and
 - (2) Emergency response procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (j) Composition of the minimum Qualified Service Persons, their qualifications and training program to effectively manage and operate the facility, transport, and emergency response; and
- (k) Basic business principles – finance and operations.

9.4 Refilling Plant Operation.

- (a) LPG Industry Regulation Act and its Implementing Rules and Regulations. Particular emphasis should be made on functions of government agencies, responsibilities of a Refiller, Cylinder Exchange and Swapping Program, prohibited acts and penalties;
- (b) LPG industry value chain;
- (c) Permits and licenses;

- (d) LPG product knowledge and its PNS;
- (e) LPG cylinder and PNS on its manufacturing, requalification, repair and disposal;
- (f) LPG cylinder ancillary equipment and PNS on their manufacturing and disposal:
 - (1) Hose;
 - (2) Valves;
 - (3) Regulators; and
 - (4) Security Seal;
- (g) Measuring devices and their calibration requirement and procedure:
 - (1) Flow metering system; and
 - (2) Cylinder weighing scale;
- (h) Facility layout and design, and its relevant components describing thereof the applicable PNS or, in its absence, the reference international standard. Particular emphasis should be made on operational standards and resiliency measures against earthquakes, flood, fire and leak such as gas leak detector system, leak containment system, water sprinkler and fire extinguisher system, explosion-proof electrical system, and ventilation system;
- (i) Facility safety signages or markings;
- (j) Safety practice and procedure on safe LPG and cylinder handling describing thereof the applicable PNS or, in its absence, the reference international standard:
 - (1) LPG product handling from receipt and storage; and
 - (2) LPG cylinder handling from transport motor vehicle unloading, decanting, assessment, requalification, repair, and disposal, filling of serviceable cylinder, accurate weighing, and loading of LPG-filled cylinder to motor vehicle for transport to Dealer or Retailer outlets.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (k) Motor vehicle and/or marine vessel specifications:
 - (1) Design, specifications, and safety signages or markings of tank truck and four-wheeled motor vehicle describing thereof the applicable PNS or, in its absence, the reference international standard; and/or
 - (2) Design, specifications, and safety signages or markings of marine vessel describing thereof the applicable PNS or, in its absence, the reference international standard;
- (l) Safety practice and procedure on safe transport of LPG in bulk and in cylinder describing thereof the applicable PNS or, in its absence, the reference international standards:
 - (1) Loading, transport and unloading of LPG in bulk and in cylinder;
 - (2) Motor vehicle and/or marine vessel maintenance program. Emphasis on Tank truck and marine vessel calibration and sealing; and
 - (3) Motor vehicle and/or marine vessel prior dispatch inspection requirements and procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (m) Occupational safety requirements:
 - (1) Job hazard analysis orientation;
 - (2) Toolbox meeting;
 - (3) Personnel Protective Equipment; and
 - (4) Communication tools;
 - (n) Emergency response manual and simulation exercise for earthquake, flood, fire, and leak:
 - (1) Emergency response brigade composition; and
 - (2) Emergency response procedure.
- The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (o) Composition of the minimum Qualified Service Persons, their qualifications and training program to effectively manage and operate the facility, transport, and emergency response; and
- (p) Basic business principles - finance, inventory, sales and marketing and operations.

9.5 Dealer Outlet Operation.

- (a) LPG Industry Regulation Act and its Implementing Rules and Regulations. Particular emphasis should be made on functions of government agencies, responsibilities of a Dealer, Cylinder Exchange and Swapping Program, prohibited acts and penalties;
- (b) LPG industry value chain;
- (c) Permits and licenses;
- (d) LPG product knowledge and its PNS;
- (e) LPG cylinder and the PNS on its manufacturing, requalification, repair and disposal;
- (f) LPG cylinder ancillary equipment and the PNS on their manufacturing and disposal:
 - (1) Hose;
 - (2) Valves;
 - (3) Regulators; and
 - (4) Security Seal;
- (g) Measuring devices – cylinder weighing scale and its calibration requirement and procedure;
- (h) Facility layout and design describing thereof the applicable PNS or, in its absence, the reference international standards:
 - (1) Showroom layout design and specifications;
 - (2) Gas leak detector system;
 - (3) Leak containment system;
 - (4) Fire extinguisher and/or water sprinkler system;

- (5) Explosion-proof electrical system;
- (6) Ventilation System; and
- (7) Safety signages or markings;
- (i) Safety practice and procedure for cylinder handling describing thereof the applicable PNS or, in its absence, the reference international standards:
 - (1) Leak checking and stacking;
 - (2) Checking of accurate weight before display and sale to End Consumer; and
 - (3) Cylinder installation requirements and procedure at End Consumer household or place of business.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (j) Motor vehicle specifications:

Design, specifications, and safety signages or markings of four-wheeled, three-wheeled, or two-wheeled motor vehicle describing thereof the applicable PNS or, in its absence, the reference international standard;
- (k) Safety practice and procedure on safe transport of LPG in bulk and in cylinder describing thereof the applicable PNS or, in its absence, the reference international standards:
 - (1) Loading, transport and unloading of LPG in cylinder;
 - (2) Motor vehicle maintenance program; and
 - (3) Motor vehicle prior dispatch inspection requirements and procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (l) Occupational safety requirements:
 - (1) Job hazard analysis orientation;

- (2) Toolbox meeting;
- (3) Personnel Protective Equipment; and
- (4) Communication tools;
- (m) Emergency response manual and simulation exercise for earthquake, flood, fire, and leak:
 - (1) Emergency response brigade composition; and
 - (2) Emergency response procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this section;

- (n) Composition of the minimum Qualified Service Persons, their qualifications and training program to effectively manage and operate the facility, transport, and emergency response; and
- (o) Basic business principles – financial, inventory, sales and marketing and operations.

9.6 Retail Outlet Operation.

- (a) LPG Industry Regulation Act and its Implementing Rules and Regulations. Emphasis on functions of government agencies, responsibilities of Retailer, Cylinder Exchange and Swapping Program, prohibited acts and penalties;
- (b) LPG industry value chain;
- (c) Permits and licenses;
- (d) LPG product knowledge and its PNS;
- (e) LPG cylinder and the PNS on its manufacturing, requalification, repair and disposal;
- (f) LPG cylinder ancillary equipment and the PNS on their manufacturing and disposal:
 - (1) Hose;
 - (2) Valves;
 - (3) Regulators; and

- (4) Security Seal;
- (g) Measuring devices – cylinder weighing scale and its calibration requirement and procedure;
- (h) Facility layout and design describing thereof the applicable PNS or, in its absence, the reference international standards:
 - (1) Showroom layout design and specifications;
 - (2) Gas leak detector system;
 - (3) Leak containment system;
 - (4) Fire extinguisher and/or water sprinkler system;
 - (5) Explosion-proof electrical system;
 - (6) Ventilation System; and
 - (7) Safety signages or markings;
- (i) Safety practice and procedure for cylinder handling describing thereof the applicable PNS or, in its absence, the reference international standards:
 - (1) Leak checking and stacking;
 - (2) Checking of accurate weight before display and sale to End Consumer; and
 - (3) Cylinder installation requirements and procedure at End Consumer household or place of business.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (j) Motor vehicle specifications:

Design, specifications, and safety signages or markings of four-wheeled, three-wheeled, or two-wheeled motor vehicle describing thereof the applicable PNS or, in its absence, the reference international standard;

- (k) Safety practice and procedure on safe transport of LPG in bulk and in cylinder describing thereof the applicable PNS or, in its absence, the reference international standards:

- (1) Loading, transport and unloading of LPG in cylinder;
- (2) Motor vehicle maintenance program; and
- (3) Motor vehicle prior dispatch inspection requirements and procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (l) Occupational safety requirements:

- (1) Job hazard analysis orientation;
- (2) Toolbox meeting;
- (3) Personnel Protective Equipment; and
- (4) Communication tools;

- (m) Emergency response manual and simulation exercise for earthquake, flood, fire, and leak:

- (1) Emergency response brigade composition; and
- (2) Emergency response procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (n) Composition of the minimum Qualified Service Persons, their qualifications and training program to effectively manage and operate the facility, transport, and emergency response; and
- (o) Basic business principles - financial, inventory, sales and marketing and operations.

9.7 Auto-LPG Dispensing Station Operation.

- (a) LPG Industry Regulation Act and its Implementing Rules and Regulations. Emphasis on functions of government agencies,

responsibilities of Auto-LPG Dispensing Station operator, prohibited acts and penalties;

- (b) LPG industry value chain;
- (c) Permits and licenses;
- (d) LPG product knowledge and its PNS;
- (e) Ancillary equipment and the PNS on their manufacturing and disposal:
 - (1) Hose;
 - (2) Nozzle; and
 - (3) Dispensing Pumps;
- (f) Facility layout and design describing thereof its applicable PNS or, in its absence, the reference international standards:
 - (1) Auto-LPG dispensing station layout design requirements and specifications;
 - (2) LPG storage tank, tank foundation and piping system design requirement and specifications;
 - (3) Auto-LPG dispensing pump, island and cashier's booth design requirement and specifications;
 - (4) Gas leak detector system;
 - (5) Leak containment system;
 - (6) Fire extinguisher and/or water sprinkler system;
 - (7) Explosion-proof electrical system;
 - (8) Ventilation System; and
 - (9) Safety signages or markings;
- (g) Motor vehicle specifications:

Design, specifications, and safety signages or markings of tank truck describing thereof the applicable PNS or, in its absence, the reference international standard;

- (h) Safety practice and procedure on safe transport of LPG in bulk describing thereof the applicable PNS or, in its absence, the reference international standards:

- (1) Loading, transport and unloading of LPG in bulk;
- (2) Tank truck maintenance program. Emphasis on Tank calibration and sealing; and
- (3) Tank truck prior dispatch inspection requirements and procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (i) Safety practice and procedure on LPG handling describing thereof the applicable PNS or, in its absence, the reference international standards:

- (1) Dispensing of LPG to motor vehicle; and
- (2) Dispensing pump calibration and sealing.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (j) Occupational Safety requirements:

- (1) Job hazard analysis orientation;
- (2) Toolbox meeting;
- (3) Personnel Protective Equipment; and
- (4) Communication tools;

- (k) Emergency response manual and simulation exercise for earthquake, flood, fire, and leak:

- (1) Emergency response brigade composition; and
- (2) Emergency response procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (l) Composition of the minimum Qualified Service Persons, their qualifications and training program to effectively manage and operate the facility, transport, and emergency response; and
- (m) Basic business principles - financial, inventory, sales and marketing and operations.

9.8 Centralized LPG Piping System and Bulk Consumer Operation.

- (a) LPG Industry Regulation Act and its Implementing Rules and Regulations. Emphasis on functions of government agencies, responsibilities of Centralized LPG Piping System operator, prohibited acts and penalties;
- (b) LPG industry value chain;
- (c) Permits and license;
- (d) LPG product knowledge and its PNS;
- (e) Facility layout and design describing thereof its applicable PNS or, in its absence, the reference international standards:
 - (1) Localized storage tank and piping system layout design requirements and specifications for underground, aboveground, or concealed;
 - (2) Metering system design requirements and specifications;
 - (3) Materials, valves, fittings, and accessories design requirements and specifications;
 - (4) Gas leak detector system;
 - (5) Leak containment system;
 - (6) Fire extinguisher and/or water sprinkler system;
 - (7) Explosion-proof electrical system;
 - (8) Ventilation System; and
 - (9) Safety signages or markings;
- (f) Safety practice and procedure for storage tank and piping installation describing thereof the applicable PNS or, in its absence, the reference international standards:

- (1) Tools and equipment required for installation;
- (2) Storage tank and centralized piping system installation requirement and procedure;
- (3) Metering system installation requirement and procedure; and
- (4) Inspection and Testing.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

(g) Motor vehicle specifications:

Design, specifications, and safety signages or markings of tank truck describing thereof the applicable PNS or, in its absence, the reference international standard;

(h) Safety practice and procedure on safe transport of LPG in bulk describing thereof the applicable PNS or, in its absence, the reference international standards:

- (1) Loading, transport and unloading of LPG in bulk;
- (2) Tank truck maintenance program. Emphasis on Tank calibration and sealing; and
- (3) Tank truck prior dispatch inspection requirements and procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

(i) Occupational safety requirements:

- (1) Job hazard analysis orientation;
- (2) Toolbox meeting;
- (3) Personnel Protective Equipment; and
- (4) Communication tools;

(j) Emergency response manual and simulation exercise for earthquake, flood, fire, and leak:

- (1) Emergency response brigade composition; and
- (2) Emergency response procedure.

The training program shall include trainee's actual training exercise, video simulations or webinars or other applicable methodology on the safety practice and procedure in this Section;

- (k) Composition of the minimum Qualified Service Persons, their qualifications and training program to effectively manage and operate the facility, transport, and emergency response; and
- (l) Basic management principles - financial, inventory, sales and marketing and operations.

Rule V. DOE Evaluation and Monitoring

Section 10. Evaluation of Application.

The DOE, through the OIMB, shall be the handling unit for the receipt, evaluation, and approval of all applications for the issuance of the DOE Recognition Certificate. The OIMB evaluation may further require an actual presentation and explanation from the applicant.

OIMB shall deny the issuance of any application in the following cases:

- (a) The application is not compliant with the qualifications of the applicant prescribed in Section 5 hereof;
- (b) The submission of documentary requirements is incomplete as prescribed in Section 6 hereof;
- (c) The applicant is not compliant with the establishment of Trainers as prescribed in Section 7 hereof;
- (d) The training program and the module are not compliant with the content prescribed in Rule IV hereof; and
- (e) Nonpayment of application fee.

A duly recognized Training Organization shall continuously comply with all the qualifications and requirements prescribed in this DC to maintain such recognition.

Section 11. Compliance Monitoring of Training Organization.

For monitoring purposes, the Training Organization shall submit to OIMB the following update reports:

- (a) Submission on or before the tenth (10th) calendar day of the succeeding month of the monthly report on the list of individuals who have successfully completed the training course and issued with Training Certificate as Qualified Service Person with details of the specific training program completed, the corresponding serial numbers and and with attached certified true copy of issued Training Certificate/s;
- (b) Submission of a formal notification to OIMB within thirty (30) calendar days after the adoption of any changes on the content of the documentary requirements submitted during the application as prescribed in Section 6 hereof;
- (c) Submission of a formal notification to OIMB within thirty (30) calendar days after the adoption of changes on any change to the set of Trainers;
- (d) Submission of a formal notification to OIMB within thirty (30) calendar days after the adoption of changes on any change to the training program and module; and
- (e) The OIMB and Fos shall conduct a regular compliance audit and actual training observation before the end of the third year from issuance of the recognition and within the same period thereafter, unless a special compliance audit and actual training observation shall be done due to reported or observed non-compliance with the requirements of this DC.

Rule VI. Validity of DOE Recognition Certificate

Section 12. Validity.

The DOE Recognition Certificate shall be a one (1) time issuance and will be valid until suspended or cancelled by OIMB for non-compliance with the qualifications, responsibilities, and requirements in this DC.

Rule VII. Final Provisions

Section 13. Application Fee.

The application fee payable to DOE shall be in accordance with its duly published schedule of fees and charges, which shall be available at the DOE website.

Section 14. Transition Period.

- 14.1 The requirement under Section 4 hereof shall become mandatory after one (1) year from the effectivity of this Circular. This one (1) year transition

period shall allow all interested applicants to prepare all the submission requirements under this DC.

14.2 During the one (1) year transition period, the conduct of training and the issuance of Training Certificate shall be made by the following DOE-regulated LPG participants and LPG associations as training provider:

- (a) Refinery facility – Owner/operator of the facility;
- (b) Terminal or depot facility – Owner/operator of the facility and LPG associations;
- (c) Refilling plant, Centralized LPG piping system, Auto-LPG dispensing station and Bulk Hauler - Bulk Supplier or owner/operator of the facility; and
- (d) Dealer outlet, Retailer outlet and Hauler of LPG in cylinder and/or cartridge – Marketer, Refiller or LPG associations.

In compliance with this transition provision under Section 14.2 hereof, the LTO applicant shall submit to OIMB or FOs, whichever is the handling office based on the LTO guideline, the following documentary requirements for its compliance with the submission of Training Certificate/s during the one (1) year transition period:

- (a) Transmittal letter addressed to OIMB or FOs endorsing officially the Training Certificate/s issued by the training provider:
- (b) Attach to the Training Certificate/s a notarized profile information sheet of the training provider:
 - (1) Business name, address and contact details, both landline and email address of the training provider;
 - (2) Management profile - Owner, President and /or CEO, board of Directors and the Executive Committee of the training provider;
 - (3) Brief description of the business activity of the training provider clearly showing relation to the training conducted;
 - (4) Certificate of authorized signatory of the Training Certificates with specimen signatures issued by the training provider;
 - (5) List of Trainers;
 - (6) Content of the training program; and

(7) Photocopy of LTO in case of DOE-regulated LPG participant.

14.3 The LPG industry, through the recognized Training Organizations, shall pursue the production of a harmonized and unified set of training program and module after two (2) years from the effectivity of this DC which shall be used by all Training Organizations uniformly in the conduct of all trainings. Such training program and module shall likewise be subjected to a regular review and updating.

Section 15. Separability Clause.

Should any provision of this DC be subsequently declared invalid or unconstitutional, such parts that are not affected shall remain in full force and effect.

Section 16. Repealing Clause.

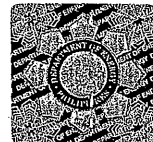
All other rules and regulations or parts thereof which are inconsistent with this DC are hereby repealed or modified accordingly.

Section 17. Effectivity.

This DC shall take effect fifteen (15) days following its complete publication in two (2) newspapers of general circulation. A copy of this Circular shall be filed with the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR).

Done this _____ of August 2023 at the DOE, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City, Metro Manila.


RAPHAEL P.M. LOTILLA
Secretary



AUG 03 2023

Department Circular No. _____

Guidelines on the Recognition of Training Organizations for Qualified Service Persons of DOE-Regulated LPG Industry Participants