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1.0 Objective

- 1.1 To identify legal and other requirements applicable to the company's operations
- 1.2 To ensure that a system is in place to access these laws, regulations, and initiatives; meet the requirements, and implement programs to ensure compliance

2.0 Scope

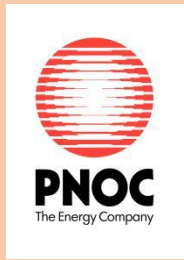
This covers all laws and regulations related to PNOC operations.

3.0 Reference

ISO 9001:2015 Quality Management System (Clause 4 Context of the Organization and Clause 6 Planning)

4.0 Definition of Terms

- 4.1 DOE – Department of Energy
- 4.2 DBM – Department of Budget and Management
- 4.3 BIR – Bureau of Internal Revenue
- 4.4 CSC – Civil Service Commission
- 4.5 COA – Commission on Audit
- 4.6 HOR – House of Representatives
- 4.7 Senate of the Philippines
- 4.8 LGUs – Local Government Units (where PNOC properties are located)
- 4.9 DOF – Department of Finance
- 4.10 GCG – Governance Commission for GOCCs
- 4.11 GSIS – Government Service Insurance System


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5.0 Policies and Guidelines

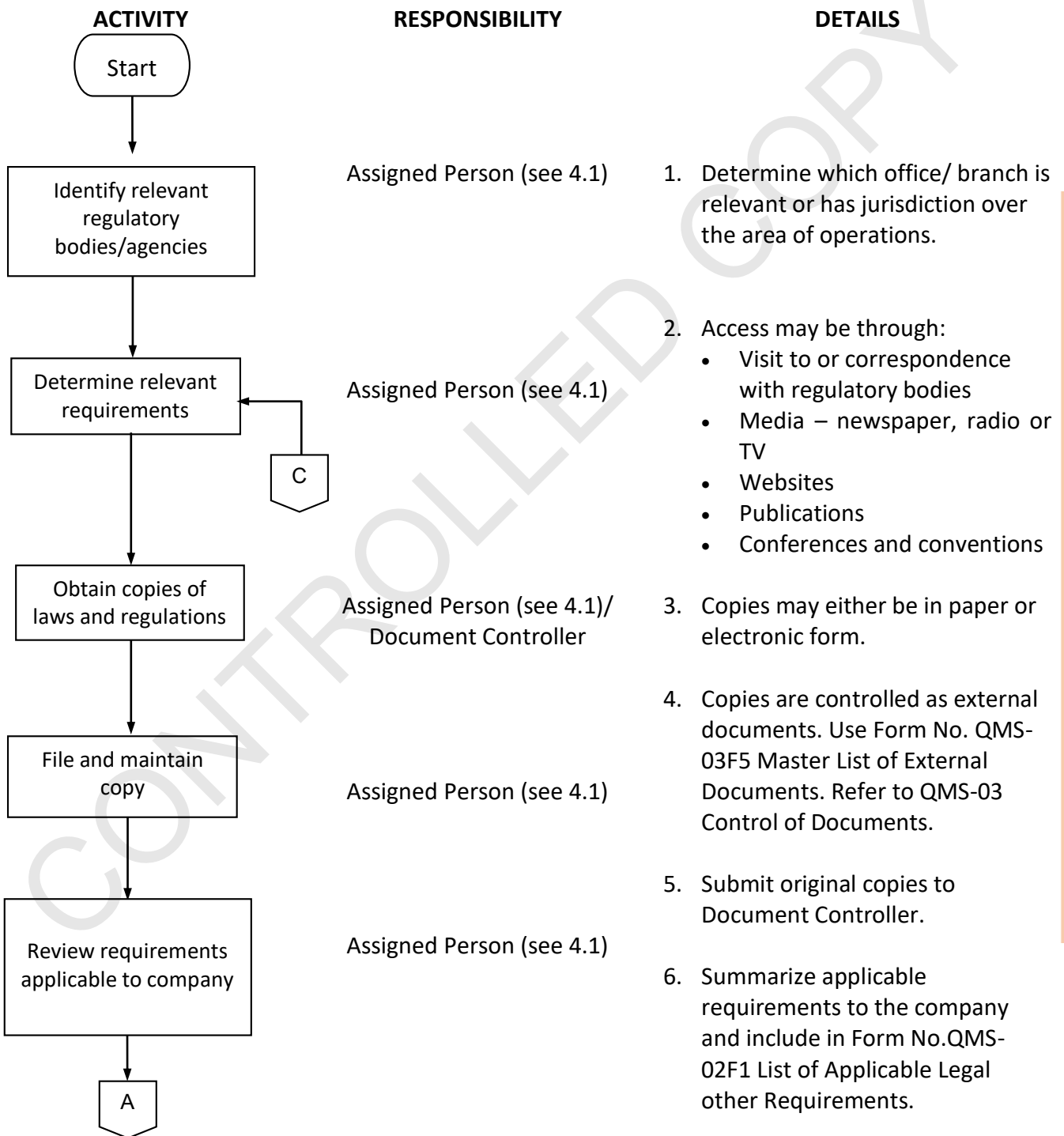
- 5.1 Responsibility for compliance to legal and other requirements shall be delegated to the following persons:


Legal & other requirements	Responsibility
Business permits Vehicle registration/ renewal	General Services Division, Administrative Services Department
BIR and COA Reportorial requirements	Accounting Department
Budgetary requirements (DBM, HOR and Senate of the Philippines)	Budget Division, Treasury Department/Corporate Planning Division, Strategy Management Office
CSC requirements	Personnel Services Division, Administrative Services Department
Real Estate Taxes due to LGUs	Asset Management Department
Report on Cash and Investment Balances to the DOF	Fund Management Division, Treasury Department
Governance Commission for GOCCs reportorial requirements	Strategy Management Office/ Office of the Corporate Secretary
Compliance reports on Philippine Downstream Natural Gas Regulation (DOE Circular 2017-11-0012) to DOE	Project Management Department


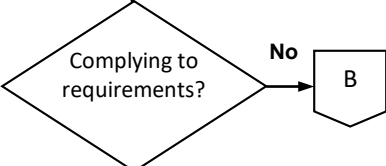
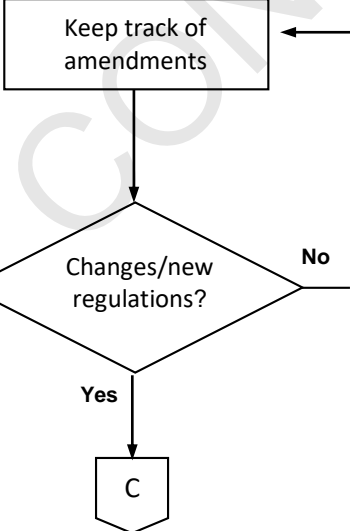
- 5.2 Each designated unit shall establish and maintain the QMS-02F1 List of Legal and other Requirements assigned to it and compile the documents and records of compliance.
- 5.3 All personnel must be made aware of relevant legal and other requirements related to their jobs.


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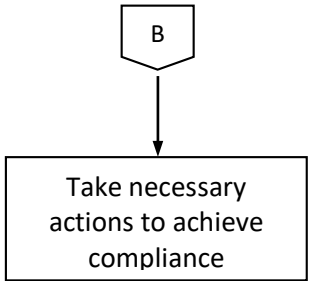
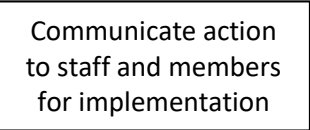
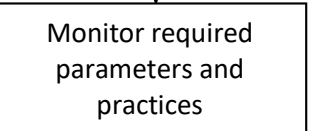
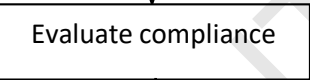

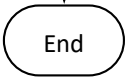
6.0 Procedure




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ACTIVITY	RESPONSIBILITY	DETAILS
 Evaluate current compliance	Assigned Person (see 4.1)	7. Determine and secure necessary permits and licenses, if there are any. Use QMS-02F2 Reportorial Requirements.
 Complying to requirements?	Assigned Person (see 4.1)	9. PNOC shall keep track whenever there are new or amendments to existing laws and other requirements that the Company subscribes to. All other external documents are also reviewed at the same time to check if the copies are updated. Refer to QMS-03 Control of Documents. Maintain a copy and submit the original copy to the DCC. Update the Master List of External Documents and submit a copy to the DCC.
Maintain compliance/ monitor with relevant parameters	Assigned Person (see 4.1)	
Keep track of amendments	Document Controller	
 Changes/new regulations?		10. File the new or amended copy and mark as "Master Copy". Where applicable, Master Copy of the obsolete documents shall be marked as "Obsolete" and filed for future reference.

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ACTIVITY	RESPONSIBILITY	DETAILS
	Assigned Person (see 4.1)	11. Apply Corrective Actions necessary to achieve compliance to the applicable legal and other requirements.
	Assigned Person (see 4.1)	12. If needed, use posters and signages, discuss at meetings, or include in documented procedures and guidelines.
	Assigned Person (see 4.1)	13. Maintain monitoring records and documents such as permits and licenses. Renew as required.
	Assigned Person (see 4.1)	14. Update status on QMS-02F1 and QMS-02F2.
	Assigned Person (see 4.1)	
		

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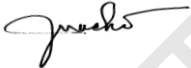


7.0 Records/ Files Generated

QMS-02F1	List of Legal and Other Requirements
QMS-02F2	Reportorial Requirements

8.0 Attachment

Sample Forms

Rev. No.	Affected pages/ section	Revision History
0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.
1	2	Inclusion of Compliance reports on Philippine Downstream Natural Gas Regulation (DOE Circular 2017-11-0012) to the DOE with Project Management Department as the responsible office

Prepared by	Reviewed by	Approved by
 J. R. Racho Lead Auditor	 M.B.L. Cubelo Deputy QMR	 Atty. G. M. Barleta QMR



LIST OF LEGAL AND OTHER REQUIREMENTS

QMS-02F1 Rev. 0

REQUIREMENTS: _____ ASSIGNED DEPARTMENT/ DIVISION: _____

Year _____

Ref. No	LAWS & OTHER REGULATIONS	SPECIFIC REQUIREMENTS	F, P, NC, NA	Responsibility	DETAILS OF COMPLIANCE STATUS/ REMARKS				ACTION PLAN FOR COMPLIANCE
					Quarter 1	Quarter 2	Quarter 3	Quarter 4	

Legend: F - Full Compliance; P - Partial Compliance; NC - Non-compliance; NA - Not Applicable

Prepared by:

Noted by:

<Compliance Officer>

Department Manager



PHILIPPINE NATIONAL OIL COMPANY
Energy Center, Rizal Drive, BGC, Taguig City

**Reportorial Responsibilities to and Regulatory Compliance with Various
Government Agencies**

QMS-02 F2Rev.0

<Government Agency>			
Responsibilities/ Requirements	Lead Unit	Due Date	Status

Prepared by:

(Signature over printed name)

<Compliance Officer>