**SUBMISSION GUIDELINES**

***For Certified Energy Auditors***

The documents pertaining to the application of CEA to the DOE can be accessed through (<https://bit.ly/DOE_DConCEA>)

All applications, together with the required documents, should be submitted through e-mail certifiedea@doe.gov.ph. Please take note that submissions made through other e-mail addresses will not be deemed official by the DOE.

For further guidance, the following documents should be included in the e-mail of the applicant:

1. Duly accomplished CEA Application Form under Annex B

*(PDF File, File Name: “CEA\_Last Name\_ApplicationForm.pdf”)*

1. One (1) Certified True Copy of PRC License (if applicable)

*(PDF File, File Name: “CEA\_Last Name\_PRC.pdf”)*

1. One (1) Original Copy of Proof of Experience duly certified by the human resource management head or similar office

(PDF File, File Name: “*CEA\_Last Name\_Experience.pdf*”)

1. One (1) Certified True Copy of Diploma and/or Transcript of Records

*(PDF File, File Name: “CEA\_Last Name\_Diploma.pdf”, “CEA\_Last Name\_TOR.pdf”)*

1. One (1) Copy of Proof of payment of One Thousand Pesos (PHP 1,000.00) for Application Fee for Certification

*(PDF File, File Name: “CEA\_Last Name\_Payment.pdf”)*

The Application E-Mail should at least include the following contents:

**<Date>**

**DIRECTOR**

Energy Utilization Management Bureau (EUMB)
Department of Energy (DOE)

Energy Center, Rizal Drive

Bonifacio Global City, Taguig City

Subject: <***Last Name****>* - ***CEA Application*** (*e.g****., Dela Cruz – CEA Application****)*

Dear Director:

Good day!

I am <***Last Name***, ***First Name***> from <Affiliation> is hereby submitting my application for the Certification as an Energy Auditor. The following documents are attached to this email for your reference:

1. Duly Accomplished Application Form (Annex B)

2. Certified True Copy of PRC License (*if applicable*)

3. Original Copy of Proof of Experience

4. Certified True Copy of Diploma

5. Certified True Copy of Transcript of Record

6. Copy of Proof of payment of One Thousand Pesos (PHP 1,000.00) for Application Fee for Certification

For your reference.

Thank you.

<Name of Applicant>

<Affiliation/Office/Company>

<Contact Details>

***For Recognized Training Institutions***

The documents pertaining to the application of RTI for EAs to the DOE can be accessed through (<https://bit.ly/DOE_DConCEA>)

All applications, together with the required documents, should be submitted through e-mail certifiedea@doe.gov.ph. Please take note that submissions made through other e-mail addresses will not be deemed official by the DOE.

For further guidance, the following documents should be included in the e-mail of the applicant:

1. Duly accomplished RTI Application Form under Annex E

*(PDF File, File Name: “RTI-EA\_Company Name\_ApplicationForm.pdf”)*

1. One (1) Certified True Copy of Documents proving Corporate Personality

*(PDF File, File Name: “RTI-EA\_Company Name\_CorpPersonality.pdf”)*

1. One (1) Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position under Annex F

(PDF File, File Name: “*RTI-EA\_Company Name\_CorpOwnership.pdf*”)

1. One (1) Copy of Proof of ownership/lease of an actual training facility/building

*(PDF File, File Name: “RTI-EA\_Company Name\_OwnershipLease.pdf”)*

1. One (1) Original Copy of List of equipment/machineries and other instructional materials

*(PDF File, File Name: “RTI-EA\_Company Name\_Equipment.pdf”)*

1. One (1) Certified True Copy of Business Registration

*(PDF File, File Name: “RTI-EA\_Company Name\_BusinessReg.pdf”)*

1. One (1) Certified True Copy of Business Permits

*(PDF File, File Name: “RTI-EA\_Company Name\_BusinessPermit.pdf”)*

1. One (1) Original Copy of List of Lecturers/Instructors with CVs;

*(PDF File, File Name: “RTI-EA\_Company Name\_InstructorCVs.pdf”)*

1. One (1) Original Copy of List of Trainings provided

*(PDF File, File Name: “RTI-EA\_Company Name\_Trainings.pdf”)*

1. One (1) Original Copy of Training Plan for CEA with corresponding number of days and fees

*(PDF File, File Name: “RTI-EA\_Company Name\_TrainingPlan.pdf”)*

1. One (1) Copy of Proof of payment of Ten Thousand Pesos (PHP 10,000.00) for Application Fee for Recognition

*(PDF File, File Name: “RTI-EA\_Company Name\_Payment.pdf”)*

The Application E-Mail should at least include the following contents:

**<Date>**

**DIRECTOR**

Energy Utilization Management Bureau (EUMB)
Department of Energy (DOE)

Energy Center, Rizal Drive

Bonifacio Global City, Taguig City

Subject: <***Company Name****>* ***–*** ***RTI Application*** (*e.g****., RTI 1 – RTI Application****)*

Dear Director:

Good day!

I am <***Last Name***, ***First Name***>, <Position> of <Company Name>, is hereby submitting our application for Recognized Training Institutions. The following documents are attached to this email for your reference:

1. Duly Accomplished Application Form (Annex E)
2. Certified True Copy of Documents on Corporate Personality
3. Certified True Copy of Corporate Ownership/Management (Annex F)
4. Copy of Proof of ownership/lease of an actual training facility/building
5. Original Copy of List of equipment/machineries and other instructional materials
6. Certified True Copy of Business Registration
7. Certified True Copy of Business Permit
8. Original Copy of List of Lecturers/Instructors with CVs
9. Original Copy of List of Trainings provided
10. Original Copy of Training Plan for CEA with the number of days and fees
11. Copy of Proof of payment of Ten Thousand Pesos (PHP 10,000.00) for Application Fee for Recognition

For your reference.

Thank you.

<Name of Representative>

<Position/Office/Company>

<Contact Details>