



EUMB - EPMPD
Quality Management System
SUBMISSION GUIDELINES
(ANNEX G)

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SUBMISSION GUIDELINES

For Certified Energy Manager

The documents pertaining to the application of CEM to the DOE can be accessed through (https://bit.ly/DOE_DConCEM)

All applications, together with the required documents, should be submitted through e-mail certifiedem@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 CEM Application Form under Annex E
(PDF File, File Name: "CEM_Last Name_ApplicationForm.pdf")
2. One (1) Certified True Copy of PRC License (if applicable)
(PDF File, File Name: "CEM_Last Name_PRC.pdf")
3. One (1) Certified True Copy of Diploma and Transcript of Records
(PDF File, File Name: "CEM_Last Name_Diploma.pdf", "CEM_LastName_TOR.pdf")
4. One (1) Original Copy of Endorsement letter from his/her supervisor or other authorize representative of the Type 2 Designated Establishment
(PDF File, File Name: "CEM_Last Name_Endorsement.pdf")
5. One (1) Original Copy of Proof of Experience duly certified by the human resource management head or similar office
(PDF File, File Name: "CEM_Last Name_Experience.pdf")
6. One (1) Original Copy of Sworn statement of the applicant in discharging functions of Energy Manager (Annex F)
(PDF File, File Name: "CEM_Last Name_SwornStatement.pdf")
7. One (1) Copy of Proof of payment for the Application Fee for Certification of One Thousand Pesos (₱1,000.00)
(PDF File, File Name: "CEM_Last Name_Payment.pdf")
8. One (1) Copy of specialized and/or refresher training from Recognized Training Institution (RTI)
(PDF File, File Name: "CEM_Last Name_Training.pdf") *

****Additional for renewal application***



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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**> - CEM Application (e.g., **Dela Cruz – CEM Application**)

Dear Director:

Good day!

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

1. Duly Accomplished Application Form (Annex E)
2. Certified True Copy of PRC License (*if applicable*)
3. Certified True Copy of Diploma
4. Certified True Copy of Transcript of Record
5. Original Copy of Proof of Experience
6. Original Copy of Sworn Statement (Annex F)
7. Copy of Proof of Payment of One Thousand Pesos (PHP 1,000.00)
8. Copy of Specialized/Refresher Training from <**Name of RTI**> (*for renewal only*)

For your reference.

Thank you.

<Name of Applicant>
<Affiliation/Office/Company>
<Contact Details>



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For Recognized Training Institution

The documents pertaining to the application of RTI to the DOE can be accessed through (https://bit.ly/DOE_DConCEM)

All applications, together with the required documents, should be submitted through e-mail cem@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 B
(PDF File, File Name: "RTI_Company Name_ApplicationForm.pdf")
2. One (1) Certified True Copy of Documents on Corporate Personality
(PDF File, File Name: "RTI_Company Name_CorporatePersonality.pdf")
3. One (1) Certified True Copy of Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position
(PDF File, File Name: "RTI_Company Name_OwnershipManagement.pdf")
4. One (1) Copy of Proof of ownership/lease of an actual training facility/building
(PDF File, File Name: "RTI_Company Name_OwnershipLease.pdf")
5. One (1) Original Copy of List of equipment/machineries and other instructional materials, whether owned or leased
(PDF File, File Name: "RTI_Company Name_EquipmentMachineries.pdf")
6. One (1) Certified True Copy of Business Registration
(PDF File, File Name: "RTI_Company Name_BusinessRegistration.pdf")
7. One (1) Certified True Copy of Business Permits
(PDF File, File Name: "RTI_Company Name_BusinessPermit.pdf")
8. One (1) Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable)
(PDF File, File Name: "RTI_Company Name_CVs/PRCLicense.pdf")
9. One (1) Original Copy of List of trainings provided
(PDF File, File Name: "RTI_Company Name_Trainings.pdf")
10. One (1) Original Copy of Training Plan for CEM with corresponding number of days and fees
(PDF File, File Name: "RTI_Company Name_TrainingPlan.pdf")
11. One (1) Copy of Proof of payment of Ten Thousand Pesos (PHP 10,000.00) for Application Fee for Accreditation
(PDF File, File Name: "RTI_Company Name_Payment.pdf")



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<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., **Department of Energy – RTI Application**)

Dear Director:

Good day!

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

1. Duly accomplished RTI Application Form under Annex B
2. Certified True Copy of Documents on Corporate Personality
3. Certified True Copy of Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position
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, whether owned or leased
6. Certified True Copy of Business Registration
7. Certified True Copy of Business Permits
8. Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable)
9. Original Copy of List of trainings provided
10. Original Copy of Training Plan for CEM with corresponding number of days and fees
11. Copy of Proof of payment of Ten Thousand Pesos (PHP 10,000.00)

For your reference.

Thank you.

<Name of Representative>

<Position/Office/Company>

<Contact Details>