	EUMB - EPMPD Quality Management System SUBMISSION GUIDELINES (ANNEX F)	Doc Ref No.:	EUMB-EPMPD-FPCS
		Effective Date:	
		Revision No.:	0
		Page No.:	1 of 3

SUBMISSION GUIDELINES

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

All applications, together with the required documents, should be submitted through e-mail fpcs@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 FPC Application Form under Annex A
(PDF format, File Name: "FPCS_CompanyName_ApplicationForm.pdf");
2. One (1) Certified True Copy of the Documents on Corporate Personality
(PDF format, File Name: "FPCS_CompanyName_CorporatePersonality.pdf");
3. One (1) Original Copy of Company Profile/Background under Annex B
(PDF format, File Name: "FPCS_CompanyName_CorporateBackground.pdf");
4. One (1) Original Copy of Company Ownership/management which includes list of names of officers, personnel, and their position in the company including energy auditors, and the organizational structure
(PDF format, File Name: "FPCS_CompanyName_Ownership.pdf");
5. One (1) Original Copy of CVs of Energy Auditors (list of manpower dedicated for energy audits should be Certified Energy Auditors) under Annex D
(PDF format, File Name: "FPCS_CompanyName_EnergyAuditors.pdf");
6. One (1) Certified True Copy of PRC License of Energy Auditors (if applicable)
(PDF format, File Name: "FPCS_CompanyName_PRC.pdf");
7. One (1) Original Copy of List of Energy Audit equipment and other similar testing instruments including the date of its calibration under Annex E
(PDF format, File Name: "FPCS_CompanyName_EnergyAuditEquipment.pdf");
8. One (1) Copy of Bank Certificate to substantiate the cash balance indicated in the Financial Status
(PDF format, File Name: "FPCS_CompanyName_BankCertificate.pdf");
9. One (1) Copy of Proof of payment of Ten Thousand Pesos (PHP 10,000.00) for the Application Fee for Recognition
(PDF format, File Name: "FPCS_CompanyName_Payment.pdf");
10. One (1) Original Copy of List of Energy Audits undertaken in the last three (3) years under Annex H *
(PDF format, File Name: "FPCS_CompanyName_EnergyAudits.pdf")




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

Doc Ref No.:	EUMB-EPMPD-FPCS
Effective Date:	
Revision No.:	0
Page No.:	2 of 3

11. One (1) Certified True Copy of Audited financial statement in the last two (2) years *
(PDF format, File Name: "FPCS_CompanyName_AuditedFinancialStatement.pdf")
12. One (1) Copy of Certificate of Training Completion of Energy Auditor issued by a
Recognized Training Institution (RTI) *
(PDF format, File Name: "FPCS_CompanyName_Training.pdf")
13. One (1) Copy of Proof of payment of Ten Thousand Pesos (PHP 10,000.00) for the
Application Fee for Recertification *
(PDF format, File Name: "FPCS_CompanyName_Payment.pdf")

****Additional for renewal application***

	EUMB - EPMPD Quality Management System SUBMISSION GUIDELINES (ANNEX F)	Doc Ref No.:	EUMB-EPMPD-FPCS
		Effective Date:	
		Revision No.:	0
		Page No.:	3 of 3

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**> - FPCS Application (e.g., **DOE – FPCS Application**)

Dear Director:

Good day!

<**Company Name**> is hereby submitting its application for the Energy Audit Certification. The following documents are attached to this email for your reference:

1. Duly Accomplished Application Form (Annex A)
2. Certified True Copy of the Documents on Corporate Personality
3. Original Copy of Company Profile/Background (Annex B)
4. Original Copy of Company Ownership/management
5. Original Copy of Profile of Energy Auditors
6. Certified True Copy of PRC License of Energy Auditors (if applicable)
7. Original Copy of List of Energy Audit equipment and other similar testing instruments including the date of its calibration (Annex E)
8. Copy of Bank Certificate to substantiate the cash balance indicated in the Financial Status
9. Copy of Proof of payment of Ten Thousand Pesos (PHP 10,000.00) for the Application Fee for Recognition
10. Original Copy of List of Energy Audits undertaken in the last three (3) years (Annex H) *
11. Certified True Copy of Audited financial statement in the last two (2) years *
12. Copy of Certificate of Training Completion of Energy Auditor issued by a Recognized Training Institution (RTI) *
13. Copy of Proof of payment of Ten Thousand Pesos (PHP 10,000.00) for the Application Fee for Recertification *

** Additional for renewal application*

For your reference.

Thank you.

<Authorized Representative>
<Affiliation/Office/Company>
<Contact Detail>