



**IMPLEMENTING GUIDELINES ON THE COMPOSITION AND RESPONSIBILITIES OF THE TECHNICAL WORKING GROUP (TWG) FOR THE DEVELOPMENT OF PARTICULAR PRODUCT REQUIREMENTS AND MINIMUM ENERGY PERFORMANCE FOR ROAD TRANSPORT VEHICLES (MEPV) UNDER THE PHILIPPINE TRANSPORT VEHICLES FUEL ECONOMY LABELING PROGRAM (VFELP) AND THE FUEL ECONOMY PERFORMANCE RATING (FEPR) GUIDELINES**

Pursuant to Sections 8 and 9 of Department Circular No. DC2023-05-0017, entitled "Prescribing the Guidelines on the VFELP for Compliance of Vehicle Manufacturers, Importers, Distributors, Dealers, and Rebuilders", and Section 7 of Department Circular No. DC2023-05-0016, entitled "Prescribing the FEPR Guidelines on Road Transport Vehicles under the VFELP for Compliance of Vehicle Manufacturers, Importers, Distributors, Dealers, and Rebuilders," the Implementing Guidelines (IG) on the composition and responsibilities of the TWG is hereby issued, for the development of Particular Product Requirements (PPRs) for Transport Vehicles, for expansion and updating of the VFELP and MEPV requirements, in coordination with relevant government agencies, and for the information and guidance of all those concerned, after the public consultation.

**I. TECHNICAL WORKING GROUP**

Consistent with Section 4 of DC2023-05-0017 and Section 5 of DC2023-05-0016, the Energy Utilization Management Bureau (EUMB) shall be responsible for the formulation, promulgation, enforcement, review, and evaluation of the VFELP, FEPR, and MEPV. Moreover, EUMB shall discharge its function under Section 8 of DC2023-05-0017, on the TWG with the EUMB Director as Chairperson and the Alternative Fuels and Energy Technology Division (AFETD) as Secretariat.

**Section 1. Coverage of Discussions.** The TWG shall be established specific for road transport vehicle covered under the VFELP and based on specific technical matters such as, test methods, MEPV coverage, FEPR, among others.

The TWG shall cover the development and formulation of the PPRs and IG; development of technical requirements, conformity assessment procedures, recognition of testing laboratories, discussions of special cases such as new technology not yet covered in the current VFELP, expansion and updates on the VFELP, MEPV, and FEPR.

**Section 2. Composition of the TWG.** The TWG with the Chairperson, Members and Secretariat shall be composed of technical experts and representatives from the following organizations:

- a. Inter-Agency Working Group (IAWG)
  - a.1. Members of IAWG created under DOE DC No. DC2020-10-0023 or the "Policy Framework for the Development of the Fuel Economy Rating, Fuel Economy Performance, and Related Energy Efficiency and Conservation Policies for the Transport Sector and Other Support Infrastructures":
    - a.1.1 Department of Energy (DOE);
    - a.1.2 Department of Environment and Natural Resources (DENR);
    - a.1.3 Department of Transportation (DOTr);
    - a.1.4 National Economic and Development Authority (NEDA).



- a.2. Other National Government Agencies (NGAs) that were nominated by the members of IAWG
  - a.2.1 Department of Trade and Industry - Board of Investments (DTI-BOI);
  - a.2.2 Department of Trade and Industry - Bureau of Philippine Standards (DTI-BPS); and
  - a.2.3 Department of Science and Technology - Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD).
- b. Industries
  - b.1. Manufacturers;
  - b.2. Importers;
  - b.3. Distributors;
  - b.4. Dealers;
  - b.5. Rebuilders; and
  - b.6. Trade associations.
- c. Professional associations;
- d. Research institutions;
- e. Testing institutions;
- f. Academe; and
- g. DOE Implementing Units under Section 4 of DC2023-05-0017.
  - g.1. EUMB; and
  - g.2. Legal Services.

**2.1 Number of TWG Members.** The number of TWG members is composed of seven (7) members from IAWG, one (1) member each from industries, one (1) member from professional associations, research institutions, testing institutions and academe, in addition to the two (2) DOE Implementing Units.

**2.2 TWG on per Road Transport Vehicle Classification.** There will be a TWG for each road transport vehicle classification in accordance with the Road Motor Vehicle Classification as defined under the Philippine National Standards (PNS) 1891 – Road Vehicles – Classification and Definition.

**Section 3. Selection of TWG Members.** The TWG Chairperson shall solicit nominations from the respective NGAs, industries, institutions and associations for their representatives to the TWG through the TWG Secretariat. Invited offices/organizations may nominate not more than two (2) representatives, one (1) primary and one (1) alternate member, with technical background and competence, given the technical nature of the discussions in the TWG.

TWG nominees shall submit the following documents to the TWG Secretariat:

- a. Endorsement letter from their respective office/organization addressed to the TWG Chairperson;
- b. Accomplished information form for TWG membership (Annex A); and
- c. Other supporting documents (e.g., curriculum vitae/resumes, relevant certificates, and list of trainings), as may be necessary.

**3.1 Consideration of Individual Experts.** Individual experts may be considered to a scheduled meeting for technical consultations. However, individual experts must submit letter of intent addressed to the TWG Chairperson together with accomplished Annex A and other supporting documents through the TWG Secretariat. The TWG Secretariat will review the submitted documents and provide recommendation to the TWG Chairperson on the membership for approval.

In case that the TWG was already established, TWG Chairperson will evaluate and raise the submission of the individual experts to the TWG meeting, and solicit the vote of the TWG for the membership of the interested individual experts.

**3.2 Consideration of Observers.** TWG members may also consider observers to a scheduled meeting for technical consultations, which will be limited to a total of two persons per meeting, subject to the prior approval of the TWG Chairperson before the meeting.

**3.3 Appointment as TWG Member.** The TWG Chairperson shall issue appointments as TWG members, accordingly. The term of office of the appointed TWG member is for a period of two years and may be re-appointed for another consecutive period of two years upon evaluation of performance. The appointed TWG member shall not exceed the two (2) consecutive terms or a total of four (4) years membership tenure for more competitive selection of expertise and to maintain diverse viewpoints from the members.

**3.4 Replacement of TWG Member.** The organization can replace their nominated principal and alternate members, if necessary, through a letter together with accomplished Annex A form.

**Section 4. Role of the TWG Chairperson.** The TWG Chairperson shall perform the following functions:

- a. Appoints TWG membership from the nomination and recommendation of the TWG Secretariat;
- b. Presides over TWG meetings, facilitates the discussions, address all arising matters, and administers final approval of TWG recommendations and outputs;
- c. Exercises judgment without bias, in considering TWG's decisions, including matters that have financial and legal consequences;
- d. Organizes and manages the order and flow of discussion to ensure that the agenda is aptly discussed and completed on time and the TWG will reach balanced and prompt decisions;
- e. Ensures that all points of view expressed are adequately summed up so that these are understood by all present;
- f. Discourages TWG members from reopening discussions on points that have previously received thorough consideration, unless very good reasons exist;
- g. Read into the minutes of the TWG meeting the written inputs of the principal and/or alternate TWG in the event of their unavailability;
- h. Promotes professional decorum and controls private discussion and disagreements between members;



- i. Manages the TWG to work within the expected schedule and to adhere to the programs, including achieving consensus in discussions where opposing points of view emerge;
- j. Acts upon any written requests prior to the next succeeding meeting of the TWG; and
- k. Designates an alternate who will assume the delegated responsibilities of the TWG Chairperson in his absence.

**Section 5. Role of the TWG Secretariat.** Under the direction of the TWG Chairperson, the TWG Secretariat shall have the following responsibilities:

- a. Reviews submitted TWG nominations, validates information, and provides recommendations to the TWG Chairperson regarding TWG membership;
- b. Reviews the composition of the TWG to ensure that it is well-represented and balanced;
- c. Convenes the TWG to discuss technical matters pertaining to VFELP-covered transport vehicles;
- d. Drafts invitation letters, outlines the agenda and confirms the attendance of TWG members to meetings;
- e. Prepares draft PPRs and technical requirements for VFELP-covered transport vehicles, including test methods, MEPV, scope, etc.;
- f. Provides copies of standards and other references, relevant to the development of respective PPRs, to TWG members, as may be necessary;
- g. Ensures meeting quorum;
- h. Documents the discussion, prepares the minutes of the TWG meeting and ensures that the minutes of the previous meeting, draft PPRs, technical requirements and other pertinent documents, are made available to the TWG members at least a week before the succeeding TWG meeting, or as may be agreed upon by the body;
- i. Facilitates information management, including control of documents, data and/or document requests and dissemination of information and/or references to the TWG members;
- j. Monitors the progress of the tasks against the agreed target dates and follow-up on actions agreed upon during TWG meetings;
- k. Consolidates inputs of the TWG and prepares the final draft of the PPR and IG for approval;
- l. Finalizes the PPR and IG; and
- m. Supports other administrative duties of the TWG.

**Section 6. Role of the TWG Members.** TWG members shall have the following responsibilities:

- a. Represent their respective office or party or organization during TWG meetings and express the views of their represented organizations rather than their own;
- b. Attend and participate in respective TWG meetings. Absence during two (2) consecutive TWG meetings, without any valid reason, may be grounds for removal from the TWG. In case the primary member is unavailable, the alternate member shall attend the meeting. In the event that both permanent and alternate members are unavailable, the permanent and/or alternate member shall inform the TWG Secretariat, have the option to designate observer on their behalf in writing prior to the scheduled meeting, and/or provide their written inputs to the meeting;
- c. Members absent from meetings, where a particular decision was taken, are discouraged from re-opening the discussed subjects to avoid taking up valuable time. To properly address concerns while enabling the current meeting to progress, members in these situations are requested to submit their views in writing, which may be taken up at the next meeting;
- d. Inform their respective office or party or organization regarding ongoing TWG meetings, projects, agenda and discussions;
- e. Share information relevant to the development of PPRs, MEPV, FEPR, and other technical data on road transport vehicles and update other TWG members on activities and/or initiatives that will impact the work and goals of the TWG;
- f. Study draft PPR, standards and other related documents circulated by the TWG Secretariat and prepare their position prior to the meeting; and
- g. Consider decisions in TWG meetings as vital to the country's growth, sustainability, and interest.

## II. ADMINISTRATION OF THE TECHNICAL WORKING GROUP

**Section 7. Frequency of the TWG Meeting.** The TWG will meet at least twice a year or as agreed by the body. The mode of meeting will primarily be conducted physically at the DOE office but may also be conducted virtually, as may be necessary.

**Section 8. Recognition.** The appointed members of the TWG (*i.e.*, primary and alternate members) who have successfully completed their tasks and/or participated in the accomplished activities may receive recognition as a form of non-monetary reward from the department and as a sign of gratitude and appreciation for their expert contribution to the development of PPRs, IG and other technical requirements, such as test methods, MEPV, FEPR, scope, etc.

**Section 9. Confidentiality.** All documents and information shared by the TWG and/or discussed/disclosed during TWG meetings, including but not limited to technical data, research and development information, company information, normative references, product plans, technical processes, formulas and standards, or other data and information relative to the preparation of PPR, MEPV and FEPR, shall be kept confidential unless required by law or as expressly authorized by the TWG Chairperson.



### III. OTHER PROVISIONS

**Section 10. Separability Clause.** If for any reason, any section or provision of this IG is declared unconstitutional or contrary to law, IRR or Department Circulars, such parts not affected shall remain in full force and effect.

**Section 11. Repealing Clause.** Portions or provisions of all other IGs that are inconsistent with the provision of this IG are hereby repealed.

**Section 12. Effectivity.** This IG shall take effect fifteen (15) days following its publication in at least two (2) newspapers of general circulation or the Official Gazette. Copies of this IG shall be filed with the University of the Philippines Law Center – Office of the National Administrative Register.

Issued at Energy Center, Bonifacio Global City, Taguig City.

  
**PATRICK T. AQUINO, CESO III**  
Director, Energy Utilization Management Bureau



OCT 10 2023



**TECHNICAL WORKING GROUP MEMBER INFORMATION FORM**

Note: Please read the instructions before filling out this form

- Principal Representative       Alternate Representative       Others

**A. Personal Data**

Salutation (Engr., Atty., Mr., Ms., etc.):

Name (Last Name, First Name, Middle Initial):

Birthday (mm/dd/yy):

Email Address:

Contact Number:

**B. Company/Organization Data**

Company/Organization Registered Name:

Address:

Position:

Telephone Number:

**C. Stakeholders Category**

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Government   | <input type="checkbox"/> Trade Association        |
| <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Professional Association |
| <input type="checkbox"/> Importer     | <input type="checkbox"/> Research Institution     |
| <input type="checkbox"/> Distributor  | <input type="checkbox"/> Testing Institution      |
| <input type="checkbox"/> Dealer       | <input type="checkbox"/> Academe                  |
| <input type="checkbox"/> Rebuilder    |   |

**D. Relevant Professional Experience**

Projects/Policies/Designs/Maintenance/Studies/Services Implemented/Procured

Inclusive Dates  
(mm/dd/yy)

**E. Certification**

I certify that the information given, and all the statements made herein are true and correct.  
I also authorize the DOE-EUMB to validate the contents stated herein.

ID picture taken within  
the last 6 months  
3.5 cm x 4.5 cm  
(passport size)

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date

**F. Data Privacy Act**

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"The Department of Energy (DOE) respects the privacy of the applicant and complies with Republic Act No. 10173, also known as the Data Privacy Act of 2012 and its Implementing Rules and Regulations, and other issuances of the National Privacy Commission. DOE recognizes the importance of protecting the information collected from data subjects and has adopted privacy policies and notices ([www.doe.gov.ph/dataprivacynotice/clients](http://www.doe.gov.ph/dataprivacynotice/clients)) to inform users about how DOE gathers, stores, and uses information for the purpose of processing information as mandated by R.A 7638 (Department of Energy Act of 1992) and other DOE policy issuances. Personal Information indicated in this Application Form shall be used by DOE for TWG purposes only. Upon submission of the application, the applicant has explicitly given consent to DOE to process data for the purposes mentioned above. Information collected is considered confidential and private. No information will be disclosed and shared to third parties without the applicant's consent."