



Republic of the Philippines  
**DEPARTMENT OF ENERGY**

DEPARTMENT ORDER NO. D02023-01-0004

**OPERATIONALIZATION OF A DEDICATED OFFICE IN ACCORDANCE WITH  
REPUBLIC ACT (RA) NO. 11697 OR THE ELECTRIC VEHICLE INDUSTRY  
DEVELOPMENT ACT (EVIDA)**

**WHEREAS**, RA 11697 or the EVIDA declares that it is the policy of the State to ensure the country's energy security and independence by reducing reliance on imported fuel for the transportation sector covering the manufacture, assembly, importation, construction, installation, maintenance, trade and utilization, research and development, and regulation of electric vehicles (EVs), charging stations and related equipment, parts and components, batteries, and related support infrastructure;

**WHEREAS**, Section 7 of the EVIDA provides that the Department of Energy (DOE) shall be the primary agency tasked with the promotion of the adoption of EVs and the development of charging stations and related equipment;

**WHEREAS**, Section 27 of the EVIDA provides for the establishment of dedicated offices for the effective implementation of the EVIDA and that the necessary budgetary requirements shall initially be taken from the current appropriations of each agency and funding shall be included in the annual General Appropriations Act (GAA) thereafter;

**WHEREAS**, Section 35 of the EVIDA Implementing Rules and Regulations (EVIDA IRR) provides for the establishment of a dedicated office to facilitate the processing of the necessary permits, licenses, certifications, or endorsement to implement the EVIDA and EVIDA IRR and, pending the approval by the Department of Budget and Management (DBM) of the staffing complement, the DOE Secretary may designate existing staff to perform the duties, functions, and responsibilities under the EVIDA and EVIDA IRR; and,

**WHEREAS**, Civil Service Commission (CSC) Memorandum Circular No. 6, series of 2005 and CSC Resolution No. 050157 promulgated on 07 February 2005 define the parameters of designation of personnel in the civil service.

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the following are hereby ordered:

**Section 1. Scope.** This Department Order shall provide the creation of a dedicated office in support of the DOE's role and responsibilities under the EVIDA.

**Section 2. Establishment of a Dedicated Electric Vehicle Office.** To facilitate the establishment of a dedicated EV Office, personnel from the Energy Utilization Management Bureau (EUMB) may be designated to discharge the functions of a dedicated EV Office under this Department Order.

Pending the approval of plantilla positions, the DOE Secretary may designate qualified personnel for the EV Office including an Officer-in-Charge. The designation of the qualified personnel including the OIC shall be for a maximum period of one (1) year.

**Section 3. Mandates of a Dedicated EV Office.** A dedicated EV Office shall discharge the functions outlined in Section 11 of the EVIDA IRR, which include:

- 3.1 Promulgate uniform and streamlined rules, regulations, and standards on the use, operations, and maintenance of EV Charging Stations (EVCS) and related equipment, in coordination with other concerned agencies, to include the accreditation of EVCS providers and requirements imposed by distribution utilities (DUs) on charging stations and EVCS providers which shall comply with the provisions of Section 9 of the EVIDA IRR;
- 3.2 Serve as Secretariat to the EVIDA Technical Working Group (TWG) comprised of the DOE, Department of Transportation (DOTr), Department of Trade and Industry (DTI), Department of Science and Technology (DOST), Department of Environment and Natural Resources (DENR), Department of Public Works and Highways (DPWH), Department of Interior and Local Government (DILG), and the National Economic and Development Authority (NEDA) to ensure harmonized policies and consistent and streamlined standards and regulations in the EV industry;
- 3.3 Develop and update the EV and EVCS component of the Comprehensive Roadmap for the EV Industry (CREVI) under Section 6 (a) of the EVIDA in coordination with the DOTr, and in consultation with the local government units (LGUs) and other relevant national government agencies (NGAs). The component shall be completed not later than the 30th of May of every year;
- 3.4 Develop and update the CREVI by consolidating its various components pursuant to Section 6 of the EVIDA. The CREVI shall be made publicly available on its website not later than the 30th of September of every year;
- 3.5 Implement, together with the DOTr and DTI, plans and programs pursuant to Section 7(a) of the EVIDA through information, education, communication, and demonstration campaigns consistent with the CREVI;
- 3.6 Accredite EVCS providers, and make available to the public on its website an annual inventory of all accredited EVCS providers and a list of all Commercial Use Charging Stations (CUCS) and Battery Swapping Stations (BSS) in the country;
- 3.7 Require DUs to submit their respective charging infrastructure development plans as part of their Distribution Development Plans (DDPs) not later than the 30th of August of every year;

- 3.8 Enforce compliance with the installation of EVCS as required under Sections 18 and 19 of the EVIDA, and Sections 22 and 23 of the EVIDA-IRR;
- 3.9 Enforce compliance on the installation of EVCS with the Philippine Electrical Code and other applicable provisions of RA 7920 or the "New Electrical Engineering Law", the Philippine Distribution Code, and other relevant standards. Towards this end, the DOE shall conduct regular inspections of CUCS and BSS;
- 3.10 Ensure compliance with the unbundling of charging fees by CUCS and BSS;
- 3.11. Enforce compliance of EVs with Section 17 of RA 11285 or the "Energy Efficiency and Conservation Act";
- 3.12 Develop and implement programs, in coordination with relevant NGAs, to provide full and ease of access to EVs and EVCS of senior citizens and persons with disabilities consistent with the applicable provisions of RA 7432, as amended, or the "Senior Citizens Act", and RA 7277, as amended, or the "Magna Carta for Persons with Disability";
- 3.13 Consolidate and centralize data from the DTI, DOTr, DENR, Energy Regulatory Commission, Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), LGUs, and other relevant NGAs insofar as EVs and EVCS are concerned for easy access of the public; and
- 3.14 Perform all other acts that are analogous to the foregoing, which are necessary and incidental to accomplish the policy objectives of the EVIDA and EVIDA IRR, including the development and implementation of targeted and time-bound projects aimed at accelerating the adoption of EVs.

**Section 4. Delineation of Mandates.** The mandate of the Alternative Fuels and Energy Technology Division (AFETD) under EUMB relative to a dedicated EV Office shall be as follows:

- 4.1 Formulate policies, plans, and programs related to new, advanced, alternative, and emerging energy-efficient transport vehicles and energy technologies development for non-power applications towards the effective and environmentally responsive utilization of energy resources;
- 4.2 Develop and manage the alternative fuels and energy technology programs;
- 4.3 Formulate, develop, and update the Minimum Energy Performance (MEP), Code of Practice on Energy Labeling of Products (COPE), fuel efficiency testing guidelines, fuel economy performance, and other related policies in support of the National Energy Efficiency and Conservation Plan (NEECP); and

4.4 Evaluate and promote all other emerging energy technologies.

**Section 5. Strengthening of Support Services and Field Offices.** Without prejudice to the proposed institutional strengthening of the DOE, the following units shall receive additional plantilla positions and/or the creation of the necessary divisions to provide support for a dedicated EV Office for the implementation of the EVIDA and EVIDA IRR:

- 5.1 Administrative Services (AS)
- 5.2 Financial Services (FS)
- 5.3 Information Technology Management Services (ITMS)
- 5.4 Legal Services (LS)
- 5.5 Luzon Field Office (LFO)
- 5.6 Mindanao Field Office (MFO)
- 5.7 Visayas Field Office (VFO)

The respective services and offices shall submit their respective requirements with supporting documents to the EUMB for consolidation.

**Section 6. Hiring of Personnel.** In coordination with the AS – Human Resource Management Division (HRMD), existing personnel shall be the priority in the placement in the new plantilla positions. All plantilla positions will be primarily open for existing personnel until such time that all qualified personnel have been considered and evaluated for the available positions. Existing guidelines, rules, and regulations on personnel hiring shall govern the filling up of available plantilla positions.

To assist in the implementation of the EVIDA and EVIDA IRR, the hiring of contractual personnel is also hereby authorized.

**Section 7. Budgetary Requirements.** The funds to support this Department Order shall be sourced from the current appropriations of the DOE for 2023, subject to applicable accounting rules and regulations. Thereafter, appropriations for the implementation of this Department Order shall be incorporated into the annual GAA of the DOE.

**Section 8. Revised Organizational Structure and Staffing Complement.** Pursuant to Section 35 of the EVIDA IRR, the revised organizational structure and staffing complement for endorsement of the DOE Secretary to the DBM shall be submitted within six (6) months from the effectivity of this Department Order.

**Section 9. Repealing Clause.** All laws, presidential decrees, executive orders, issuances, rules, and regulations inconsistent with the provisions of this Department Order are hereby repealed, amended, modified, or superseded accordingly.

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

**Section 11. Effectivity Clause.** This Department Order shall take effect immediately and a copy thereof shall be filed with the Office of the National Administrative Registrar (ONAR), U.P Law Center, University of the Philippines, Diliman, Quezon City.

Issued on 25 January 2023 at the DOE, Energy Center, Rizal Drive cor. 34<sup>th</sup> Street, Bonifacio Global City, Taguig City.

  
**RAPHAEL P.M. LOTILLA**  
Secretary

