



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO2023-02-0008 /

GUIDELINES ON STRENGTHENING THE ENERGY EFFICIENCY AND CONSERVATION PROFESSIONALS UNDER THE GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)

WHEREAS, Section 2 of Republic Act (RA) No. 7638 or the "Department of Energy (DOE) Act of 1992" declares that it is the policy of the State to ensure a continuous, adequate, reliable, and economic supply of energy through, among others, judicious conservation, renewal, and efficient utilization of energy, to keep pace with the country's growth and economic development;

WHEREAS, RA 11285 or the Energy Efficiency and Conservation (EEC) Act institutionalizes energy efficiency and conservation as a national way of life, enhances the efficient use of energy, and grants incentives to energy efficiency and conservation programs and projects;

WHEREAS, Section 5 of the EEC Act states that the DOE shall take the lead in the implementation of the law, and shall be responsible for the planning, formulation, development, implementation, enforcement, and monitoring of energy management policies and other related energy efficiency and conservation plans and programs;

WHEREAS, Section 4(t) of the EEC Act defines the Government Energy Management Program (GEMP) as the government-wide program to reduce the government's monthly consumption of electricity and petroleum products through electricity efficiency and conservation, and efficiency and conservation in fuel use of government vehicles, among others;

WHEREAS, Section 9 of the EEC Act establishes the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) to evaluate and approve government energy efficiency projects, and to provide strategic direction in the implementation of the GEMP;

WHEREAS, Section 43 of the DOE Department Circular No. DC2019-11-0014 or the Implementing Rules and Regulations (IRR) of the EEC Act (EEC Act-IRR) provides that the GEMP covers all government entities comprising of agencies, including all departments, bureaus, offices, agencies, branches, and instrumentalities or political subdivision, government-owned and controlled corporations (GOCCs), including its subsidiaries or other self-governing board or commission of the Government, local government units (LGUs), state universities, and colleges, and authorizes the IAEECC to issue appropriate orders for the implementation of the GEMP;

WHEREAS, Section 45 of the EEC-IRR affirms that to fully address the thrust of the GEMP, the head of each government entity shall designate an EEC Officer and EEC Focal Person who shall oversee the over-all implementation of the GEMP in their respective office buildings/facilities;

WHEREAS, IAEECC Resolution No. 01, series of 2020 has expanded the coverage of government entities under the GEMP to include the departments, agencies, bureaus, GOCCs/government financial institutions (GFIs) and their subsidiaries, and other instrumentalities under the Executive Branch, including the state universities and colleges (SUCs) and Foreign Service posts, as well as the LGUs;

WHEREAS, in the same Resolution, the IAEECC has resolved to allow the head of each department-level entity to designate EEC focal person(s) in each of its bureaus/services/offices, including its regional or field offices (ROs/FOs) and the Foreign Service posts, to assist the EEC Officer in the implementation of the GEMP. The EEC Focal persons shall lead in the effective implementation of the energy efficiency and conservation program (EECP) in their respective offices, buildings or facilities, and provide reports to the EEC Officer on the matter, such as the monthly electricity and fuel consumption reports, should they have separate electricity and fuel accounts from that of their mother department in the central office;

WHEREAS, given the complexity and sheer number of buildings/facilities in some government entities, there is a need to strengthen the capacity of EEC professionals for purposes of an effective implementation of EECP by designating/tapping of additional and existing manpower complement within the government entity;

WHEREAS, to strengthen the path of the country's economic recovery, the government sector must efficiently and judiciously utilize electricity and fuel by accelerating the implementation of EEC measures in the whole of government.

NOW, THEREFORE, for and in consideration of the foregoing premises and pursuant to the mandate under the EEC Act and its IRR, the DOE hereby orders the following:

Section 1. Title. This Department Order (DO) shall be known as the "Guidelines on the Strengthening of EEC Professionals under the GEMP."

Section 2. Scope and Coverage. This DO shall cover EEC Professionals under the GEMP, their responsibilities, qualifications, and capacity building requirements. EEC Professionals shall refer to EEC Officer as defined under Section 4(m) in relation to Section 43 of the EEC Act and Section 3(o) of EEC Act-IRR, EEC Focal Person as allowed under the IAEECC Resolution No. 01, series of 2020, and EEC Coordinator created under this DO.

Section 3. Designation and Qualification. In addition to the EEC Officer and EEC Focal Person, the Head of Agency shall issue an Office Order/memorandum (whichever is applicable) to designate an EEC Coordinator(s) that will assist both the EEC Officer and the EEC Focal Person in implementing the GEMP within their respective agency's office/building/facilities.

3.1. Qualification of EEC Coordinator(s)

3.1.1. The designated EEC Coordinator(s) shall hold a plantilla position or with a permanent employment status. The government entities, however, may also tap outsourced personnel to assist the EEC Coordinator as long as he/she is properly trained on energy management and/or has undergone at least basic training on EEC by the DOE-Energy Utilization Management Bureau (EUMB).

Section 4: Duties and Responsibilities. The EEC Coordinator(s) shall perform the following:

- 4.1 Assist the EEC Officer and the EEC Focal Person in the overall implementation of the GEMP to their offices/buildings/facilities.
- 4.2 Assist the EEC Focal Person in managing the energy utilization of their agency.
- 4.3 Implement properly the EEC measures within their respective offices/buildings/facilities such as the following:
 - Activate sleep settings on office equipment;

- Turn-off unused lights and air-conditioning units except in offices where continuous work or "No-Noon Break" policy is being implemented;
- Keep doors of air-conditioned spaces closed to maintain ambient temperature of 24 °C;
- Use of stairs instead of elevator in going one (1) floor up or down except for physically-challenged, pregnant women and senior citizens and those carrying heavy loads; and
- Ensure maintenance of government vehicles such as the following:
 - o Proper inflation and alignment of tires;
 - o Proper alignment and balancing of wheels;
 - o Periodic/regular oil change and oil filter replacement;
 - o Regular engine tune-up and replacement of air and fuel filters;
 - o Proper scheduling of daily trips;
 - o Smooth/moderate acceleration of vehicles and driving at a steady pace to avoid unnecessary/repetitious speeding up and slowing down;
 - o Strict prohibition on idling of engines when vehicle is parked; and
 - o Prohibition on overloading of vehicles.

4.4 Participate in EEC activities/programs (IEC, workshops, trainings, and meetings) conducted by the DOE.

Section 5. Registration of EEC Professionals. All government entities shall register the names of their designated EEC Coordinator(s) in the DOE-GEMP Online System (Annex A).

Section 6. Capacity Building for EEC Professionals under GEMP. EUMB shall develop a capacity building module on GEMP that is designed to capacitate the EEC Professionals in effectively performing their duties and responsibilities under the EEC Act, EEC-IRR and IAEECC Resolutions.

Further, the EEC Professionals may also undergo training on GEMP compliance or other relevant GEMP EEC training conducted by any third-party institutions duly recognized by the DOE to keep updated on the latest technology, policies, and practices relative to EEC.

Section 7. Transitory Provision. Pending the availability of the capacity building modules, all government entities (GEs) are required to comply and register their EEC Professionals to the GEMP Online System. The DOE shall provide the timeline for compliance wherein the registered EEC Professionals shall undergo trainings, seminars and/or workshops relative to energy efficiency, energy conservation and/or energy management.

Section 8. GEMP Trainings/Seminars/Workshops. Pursuant to Section 7 of this DO, the DOE shall develop guidelines to be adopted by third-party institutions for GEMP trainings, seminars and/or workshops.

Section 9. Information, Education and Communication Activities. Pursuant to Section 85 of the EEC-IRR, the DOE shall develop and undertake a national awareness and advocacy program relative to EEC and pursue partnership with relevant stakeholders.

Section 10. Repealing Clause. The provisions of other circulars, orders, issuances, rules and regulations that are inconsistent with any of the provisions of this DO are hereby repealed, amended, modified or superseded accordingly.

Section 11. Separability Clause. If any reason, any section or provision of this DO is declared unconstitutional or invalid, those parts that are not affected shall remain in full force and effect.

Section 12. Effectivity. This DO shall take effect immediately upon signing and shall remain in force unless revoked by the undersigned or any competent authority.

Signed at Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City.


RAPHAEL P.M. LOTILLA
Secretary



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ANNEX A

How to Register an EEC Professional in the GE's GEMP Online System Account?

1. Log-in to the GEMP Online System (gemp.doe.gov.ph) by typing in your username and password.
2. Click "Directory of Officials" at the top portion of the page – a drop down menu will appear;
3. From the drop-down menu, click "EEC Officer";
4. Click "Add EEC Officer";
5. Fill in the details requested (e.g. EEC Officer's name, position, contact details, etc.) and upload issuance designating the EEC Team.

Note: You will be asked for a username and password – this username and password is different from the one used to log-in to the system initially, and this will be the EEC Officer's credentials which he/she can also use to log-in to the GEMP Online System.

6. Click "Submit".

Additional Note:

Follow the same procedure to add your EEC Focal Person and EEC Coordinator(s)/Representative(s). However, in step 3, select "EEC Focal Person" or "EEC Coordinator(s)/Representative(s)".