



DEPARTMENT CIRCULAR NO. _____

**GUIDELINES IN THE REGISTRATION PROCESS FOR SOLAR PHOTOVOLTAICS
(PV) INSTALLERS UNDER THE GOVERNMENT ENERGY MANAGEMENT
PROGRAM (GEMP)**

WHEREAS, Section 2 of Republic Act No. (RA) 7638 otherwise “*Department of Energy (DOE) Act of 1992*” states that it is the policy of the State to ensure a continuous, adequate, reliable, and economic supply of energy through, among others, judicious conservation, renewable, and efficient utilization of energy;

WHEREAS, Section 3 of the RA No. 11285 or the “Energy Efficiency and Conservation Act” (EEC Act) provides for the establishment of a framework for introducing and institutionalizing fundamental policies on energy efficiency and conservation, including the promotion of efficient and judicious utilization of energy, increase in the utilization of energy efficiency and renewable energy technologies, and the delineation of responsibilities among various government agencies and private entities;

WHEREAS, Section 5 (p) of the EEC Act mandates the DOE to take lead in the implementation of the law, and to 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, which includes the performance of such other powers and functions as may be necessary to attain the objectives of said Act;

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 (DC) No. DC2019-11-0014 or the Implementing Rules and Regulations (IRR) of the EEC Act 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), and including its subsidiaries or other self-governing board of 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, IAEECC Resolution No. 8, s. 2023, or *Encouraging All Government Entities (GEs) to Install and Utilize Solar Photovoltaic (PV) System or Any Equivalent Renewable Energy Technology in the Government Owned Facilities and / or Office Buildings in a Form of Self-Generating Facility, Distributed Energy Resources (DER), or Net Metering Agreement with Host Distribution Utility (DU)* provides compliance with the GEMP on assessment and installation of a Solar PV System or any equivalent RE technology;

WHEREAS, IAEECC Resolution No. 8, s. 2023, resolved that the DOE-Energy Utilization Management Bureau (EUMB) shall provide the official list of Solar PV installers for reference and guidance of all GEs including the establishment of process to prescribe registration procedures of the Solar PV installers to the official list;

WHEREAS, the DOE conducted virtual public consultations attended by various stakeholders on _____ and _____ to present the draft Department Circular and to consolidate the inputs from stakeholders in Luzon, Visayas and Mindanao;

NOW, THEREFORE, for in consideration of the foregoing premises the DOE hereby orders the following:

Section 1. Title. This DC shall be known as the “Solar PV Installers Registration Process.”

Section 2. Scope and Coverage. This DC shall cover Solar PV Installers under the GEMP, their responsibilities, registration requirements, and capacity building requirements. Furthermore, this DC shall prescribe the following:

2.1 Registration Process of Solar PV Installer;

2.2 Guidelines on the Recognition, Registration, Evaluation and Inclusion to the Solar PV Installers Official List;

Section 3. Definition of Terms. As used in this DC, the following terms shall be understood to mean:

3.1 “Solar PV System” refers to the renewable energy system that converts sunlight into electrical energy;

3.2 “Solar PV Installer” refers to an entity that provides Solar PV System installations;

3.3 “Firm” refers to a business involved in providing services for a fee, usually professional services;

3.4 “Partnership” refers to two or more persons who bind themselves to contribute money, property, or industry to a common fund, with the intention of dividing profits among themselves;

3.5 "Corporation" refers to an artificial being created by operation of law, having the right of succession and the powers, attributes, and properties expressly authorized by law or incidental to its existence;

3.6 "One Person Corporation (OPC)" refers to a judicial entity with a single stockholder who can only be a natural person, trust, or estate;

3.7 "Joint Venture Agreement (JVA)" refers to an association of persons or companies jointly undertaking some commercial enterprise; generally, all contributes assets and share risks which requires a community of interest in the performance of the subject matter, a right to direct and govern policy in connection therewith and a duty, which may be altered by agreement to share both in profits and losses.

3.8 "Energy Service Company (ESCO)" refers to a juridical entity that offers multi- technology services and goods towards developing and designing energy efficiency projects, delivering and guaranteeing energy savings, and ensuring cost-effective and optimal performance. Their services include energy supply and management, energy financing, technical engineering expertise and consultancy, equipment supply, installation, operation, maintenance, and upgrade, and monitoring and verification of performance and savings.

3.9 "Sole Proprietorship" refers to a business structure owned by a sole individual who has full control/authority of its own and owns all the assets, personally owes and answers to all liabilities and losses.

Section 4. Registration Requirements for Solar PV Installers. Applicant Solar PV Installers shall submit the following documents to the DOE for recognition:

4.1 Duly Accomplished Application Form (*Annex A*);

4.2 Certified True Copies of the Eligibility Documents providing Corporate / Legal Personality;

4.2.1 For all types of Firms, Partnerships, and Corporations, the following documents are required:

4.2.1.1 SEC Certificate of Incorporation;

4.2.1.2 Articles of Incorporation;

4.2.1.3 JVA (individuals);

4.2.1.4 SEC Registration of the Corporate JVA; and

4.2.1.5 Business Permits (issued by the local government units [LGUs])

4.2.2 For Sole Proprietorship, the following documents are required:

4.2.2.1 DTI Business Registration;

4.2.2.2 Business Permits (issued by the LGU); and

4.2.2.3 BIR Certificate of Registration.

4.3 PhilGEPS Registration;

4.4 Company Profile / Background (*Annex B*);

4.5 Company Ownership / Management which includes the list of names of officers and personnel with their position in the company, including Solar PV installers (*Annex C*)

4.6. List of projects in the last three (3) years (*Annex D*);

4.7 List of Training Certificates with Course Outline (*Annex E*);

4.8 Proof of Payment of the Application Fee of Two Thousand Pesos (₱2,000.00) for the Certificate of Inclusion to the Solar PV Registry.

All documents shall be submitted based on the guidelines under *Annex F*. Application for the registration shall follow the procedure indicated in *Annex G*.

Section 5. Processing of Application. For the issuance of Certificate, the following are the evaluation criteria and processes:

5.1 Criteria. The criteria for evaluating a Solar PV Installer application for the issuance of a Certificate shall be based on the validity and completeness of its documents submitted according to Section 4 of this Department Circular. In addition the applicant must have completed a minimum of three (3) Solar PV Projects or the same implemented within the past three (3) years.

Solar PV Installer must have a trained professional and with at least three (3) years of continuous hands-on experience in the installation, operation, maintenance, and commissioning of Solar PV System, proof of which shall be submitted to the DOE.

5.2 Process. The technical evaluation process entails detailed review of the technical documents comprises of projects undertaken. data and other pertinent information therein. If necessary, conduct of interviews with customers and the Solar PV Installer and must be completed within twenty (20) working days from receipt of all required documents. Should there be a need for clarification on the submitted documents, the same must be relayed to the applicant in writing within the same period. The evaluation process period is stayed until the applicant's compliance with the written letter.

Section 6. Listing and Delisting Procedures. The inclusion on the official list shall be valid upon issuance of a Certificate with List of Eligibility Documents. For the purpose of updating of the Certificate, all documents supporting the authenticity and

validity shall remain current and updated documents. All updated documents shall be submitted based on the guidelines under *Annex H* and shall follow the procedure indicated in *Annex I*.

DOE Registered or certified ESCOs, will no longer be required to register for certification under this Department Circular, provided that the Solar PV installation is included in the primary/secondary purpose/s or the main line of business as proven by the corporate/legal documents, and provided further that the registration/certification as an ESCO is still valid.

Solar PV Installer choose to delist for valid of reason shall request through writing addressed to the Director of the Energy Utilization Management Bureau (EUMB).

Section 7. Validity of Certificate. The validity of the Certificate shall be for three (3) years from the date of issuance, unless suspended on the grounds specified in Section 6 and 9.

Section 8. Renewal of Certificate. The application shall be filed at least thirty (30) days prior to its expiration. Renewal of Certificate has a transaction fee of Seven Hundred Fifty Pesos (₱750.00) and shall follow the procedure indicated in Annex J.

Section 9. Prohibited Acts and Penalties. The Solar PV Installer shall be subjected to the penalties of this Department Circular for violation of the following:

9.1. Willfully failing to submit to an on-site inspection for the purpose of quality control and financial audit;

9.2 Willfully refusing to submit any of the reports required herein;

9.3 Failure to provide accurate information or the provision of false or misleading information as required by the Department Circular;

9.4 Failure to comply with issued orders of the DOE in the discharge of its enforcement powers; and

9.5 Failure to provide quality work in accordance with recognized and accepted practices, acceptable industry standards and any applicable equipment installation guidelines and other relevant national laws and guidelines.

The DOE is empowered to impose fines and penalties for any violation of the prohibited acts enumerated in this Department Circular. After due process, the delisting may likewise be accompanied by an Administrative Cases for violation under the EEC Act.

Section 10. Schedule of Fines and Penalties. Pursuant to Section 30 of the EEC Act, the following shall be the penalties provided for violations of the prohibited acts:

Violation	Penalties and Fines (in PhP)		
	100,000.00	500,000.00	1,000,000.00
Willfully failing to submit to an on-site inspection for the purpose of quality control and financial audit;	1 st Offense	2 nd Offense	3 rd Offense with Delisting
Willfully refusing to submit any of the reports required herein;	1 st Offense	2 nd Offense	3 rd Offense with Delisting
Failure to provide accurate information or the provision of false or misleading information as required by the Department Circular;	1 st Offense	2 nd Offense	3 rd Offense with Delisting
Failure to comply with issued orders of the DOE in the discharge of its enforcement powers; and	1 st Offense	2 nd Offense	3 rd Offense with Delisting

The imposition of the administrative fines and penalties stated above shall be on a "per violation" basis and without prejudice to the revocation of the certification and/or blacklisting of the said individual/corporation.

Section 11. Administrative Procedures. The DOE may initiate, motu proprio or upon filing of complaint, an administrative proceeding against any individual or corporation who commits any of the prohibited acts under Section 30 of the EEC Act or other related issuances.

Section 12. Solar PV Registry. The DOE -EUMB shall develop and manage a centralized databased that will provide the list of all Solar PV Installers. Likewise, only listed Solar PV installers will be recommended to GEs.

Section 13. Obligations under the Solar PV Installer Registry. All listed Solar PV installer are required to comply with the following obligations:

13.1 Submit an annual report of their projects whether on-going or completed in the form prescribed by EUMB no later than 30 April of every year;

13.2 Subject themselves and their projects to verification; and

13.3 Such other requirements as may be required by the DOE for the attainment of the objectives of this DC.

The DOE, through EUMB, shall issue guidelines for the effective administration of the obligations of Solar PV installers including the procedure for the monitoring, verification and enforcement. *Provided*, that the guidelines shall only be issued after public consultation. *Provided further*, That the effectivity and timelines of any issued guidelines will be mutually agreed upon by the DOE and the Solar PV Installers.

Section 14. Transitory Clause. All pending applications at the time of the effectivity of this Department Circular shall be governed by the same. All existing Solar PV Installers Certificates shall remain valid until the expiration indicated with the additional obligation to comply with the requirements indicated in Section 4 and obligations indicated in Section 11 of this Department Circular.

Section 15. Amendment Clause. The DOE may revise, supplement, and issue related guidelines, circulars, and other subsidiary issuance as it deems necessary for the effective implementation of the various provisions of this Department Circular.


Section 16. Repealing Clause. The provisions of other circulars, orders, issuances, rules, and regulations, which are inconsistent with the provisions of this Department Circular are hereby repealed, amended, modified, or superseded accordingly.

Section 17. Separability Clause. If for any reason, any section or provision of this Department Circular is declared unconstitutional or invalid, such parts not affected shall remain in full force and effect.

Section 18. Effectivity. This Department Circular shall take effect immediately following its publication in at least two (2) newspapers of general circulation. A copy of this Department Circular 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.

RAPHAEL P.M. LOTILLA
Secretary

	EUMB – EPSMD Quality Management System SOLAR PV INSTALLER REGISTRY APPLICATION FORM (Annex A)	Doc Ref No.:	EUMB-EPSMD-SPV
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CHECKLIST OF REQUIREMENTS FOR CEA APPLICANT

- Duly Accomplished Application Form;
- Certified True Copies of the Eligibility Documents providing Corporate / Legal Personality;
- Copy of PhilGEPS Registration;
- Duly Accomplished Company Profile / Background (Annex B);
- Duly Accomplished Company Ownership / Management which includes the list of names of officers and personnel with their position in the company, including Solar PV installers (Annex C);
- List of projects in the last three (3) years (Annex D); and
- List of Training Certificates with Course Outline (Annex E)

Type of Application : New Renewal

I. PERSONAL INFORMATION OF THE FILING REPRESENTATIVE			
Title / Salutation	Last Name	First Name	Middle Name
Suffix	Designation	Birth Date	Sex
Address			
City / Municipality	Province	Region	
Telephone Number	Mobile Number	E-Mail Address	

II. BUSINESS INFORMATION			
Business Name:			
Type of Ownership:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Liability Company
	<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Other:
Address			
City / Municipality	Province	Region	
Telephone Number	Mobile Number	E-Mail Address	
Business TIN	Website:		
Client Category:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
	<input type="checkbox"/> Government	<input type="checkbox"/> Other:	
Coverage Area:	<input type="checkbox"/> NCR Only	<input type="checkbox"/> Luzon	<input type="checkbox"/> Visayas
	<input type="checkbox"/> Mindanao		
Type of Solar PV Panel Offered:	<input type="checkbox"/> Monocrystalline	<input type="checkbox"/> PERC	<input type="checkbox"/> Other:
	<input type="checkbox"/> Polycrystalline	<input type="checkbox"/> Thin Film	
Type of Battery:	<input type="checkbox"/> Lithium - Ion	<input type="checkbox"/> Lead Acid	<input type="checkbox"/> Other:




**EUMB – EPSMD
Quality Management System
SOLAR PV INSTALLER
REGISTRY APPLICATION FORM
(Annex A)**

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EXISTING LICENSES, CERTIFICATIONS, AND REGISTRATIONS

Please list below licenses, certifications, or registrations that you hold in order to practice Solar PV Installation. (e.g. PhilGEPS, Business Permit, ESCO, etc.) Attach extra pages if necessary.

1. Name of License / Certification / Registration:	
Validity:	
From (mm/dd/yyyy):	To (mm/dd/yyyy)
2. Name of License / Certification / Registration:	
Validity:	
From (mm/dd/yyyy):	To (mm/dd/yyyy)
3. Name of License / Certification / Registration:	
Validity:	
From (mm/dd/yyyy):	To (mm/dd/yyyy)
4. Name of License / Certification / Registration:	
Validity:	
From (mm/dd/yyyy):	To (mm/dd/yyyy)
5. Name of License / Certification / Registration:	
Validity:	
From (mm/dd/yyyy):	To (mm/dd/yyyy)

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Terms and Conditions

I confirm that I have reviewed and accept the following Terms and Conditions for registry application on the Department of Energy (DOE) Solar PV Installers pursuant to IAEECC Resolution No. 8 and that I will comply with these Terms and Conditions:

1. I declare that I am competent and have the necessary training to enable me to satisfactorily and safely install / commission equipment in the technology areas for which I apply for Registration.
2. I have achieved certification from an accredited training provider in respect of each of the technology areas for which I am seeking registration (Copy of certification/education to be supplied to the DOE with this application).
3. I accept that installation which I install / commission may, for quality control and financial audit purpose, be inspected by the DOE and I will assist, by making myself available and / or disclosing any requested information.
4. I accept that failure to act on a direction from the DOE or failure to remedy a deficit identified as a result of an inspection, may result in my removal from the DOE Solar PV Installer Register.
5. I accept that my engaging in fraudulent or inappropriate behavior will result in my removal from the DOE Solar PV Installer Register.
6. I accept that failure by me to comply with these Terms and Conditions may result in my removal from the DOE Solar PV Installer Register.
7. I am aware that the DOE may de-register installers where the DOE has evidence of repeated failures on the part of installers to deliver quality work or give customer satisfaction or where the DOE forms the opinion that the installer no longer demonstrates adequate competence in the specific discipline. I accept that the DOE may apply specific conditions to be met by me before I am eligible for registration.
8. I agree at my expense to attend targeted workshops or prescribed training or Continual Professional Development when so directed by the DOE.
9. I undertake that the services provided by me will be in accordance with recognized and accepted practices, acceptable industry standards and any applicable equipment installation guidelines and any relevant national laws and guidelines.
10. I agree to indemnify the DOE and keep the DOE indemnified from and against any losses, liabilities, demands, damages, costs, claims, and expenses (including, without limitation, legal costs, and expenses) awarded against suffered, incurred or paid by the DOE which arise out of, or are consequential upon or connected with a claim against the DOE by a client relating to the installer's acts or omissions in installing measures and providing services to that client.
11. I accept to be subjected to the visitorial powers / inspection of the DOE whenever necessary.
12. I agree to submit the documentary requirements to support the validity of my business entity and capability.
13. I accept that the Terms and Conditions for registration on the DOE Solar PV Installer Register may be updated from time to time on the DOE's website and these updated Terms and Conditions shall apply to me with immediate effect.
14. I consent to the processing of my personal information that will be collected, processed, stored, and shared in accordance with the Data Privacy Act and that the same will be posted in the identified website.

NAME: _____ DATE: _____

SIGNATURE: _____



**EUMB – EPSMD
 Quality Management System
 COMPANY PROFILE /
 BACKGROUND
 (Annex B)**

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Historical Background:

Date originally registered/incorporated : _____
Type of Business Activity : _____
Services Offered : _____
Total Number of Managers, Officers and Personnel : _____
Area of Operation : _____

NAME: _____ **DATE:** _____

SIGNATURE: _____



**EUMB – EPSMD
Quality Management System
COMPANY
OWNERSHIP/MANAGEMENT
(Annex C)**

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List of Owner/s (For Single Proprietorship / Partnership)

NAME	NATIONALITY

List of Incorporators (For Corporations)

NAME	NATIONALITY

List of Managers/Officers

NAME	DESIGNATION


List of Qualified Installers

NAME	EMPLOYMENT STATUS

NOTE: Solar PV Installer must have a trained professional and with at least three (3) years of continuous hands-on experience in the installation, operation, maintenance, and commissioning of Solar PV System

NAME: _____ DATE: _____

SIGNATURE: _____

	EUMB – EPSMD Quality Management System LIST OF PROJECTS (Annex D)	Doc Ref No.:	EUMB-EPSMD-SPV
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LIST OF PROJECTS (minimum of three (3) in the last 3 years) <i>Please list below previously accomplished Solar PV Installation projects in the last three (3) years Attach extra pages if necessary.</i>			
1. Year Performed:	Total System Size (kWp):	With Net-Metering Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide DU:	
Type of Facility/Establishment:			
Name of Facility/Establishment:			
Job Location Address:			
City	Province	Region	
System Components:			
No of Panels:	Size per Panel (kWp):	Inverter (kWh):	Battery (kWh):
2. Year Performed:	Total System Size (kWp):	With Net-Metering Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide DU:	
Type of Facility/Establishment:			
Name of Facility/Establishment:			
Job Location Address:			
City	Province	Region	
System Components:			
No of Panels:	Size per Panel (kWp):	Inverter (kWh):	Battery (kWh):
3. Year Performed:	Total System Size (kWp):	With Net-Metering Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide DU:	
Type of Facility/Establishment:			
Name of Facility/Establishment:			
Job Location Address:			
City	Province	Region	
System Components:			
No of Panels:	Size per Panel (kWp):	Inverter (kWh):	Battery (kWh):

NOTE: Attach respective Certificate of Project Completion, Acknowledgement Letters, Project Report or any document that will support the claim on the proof of experience.

NAME: _____ DATE: _____

SIGNATURE: _____

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EUMB – EPSMD
Quality Management System
LIST OF TRAINING
CERTIFICATES
(Annex E)

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TRAINING / CONTINUING EDUCATION


*Please list attended trainings / continuing education relevant to Solar PV Installation.
 Attach extra pages if necessary.*

Name of Participant:	Name of Program:	Dates of Attendance (mm/dd/yyyy)		Sponsor / Organizer:
		From	To	

NOTE: Attach course outlines.


NAME: _____ DATE: _____

SIGNATURE: _____

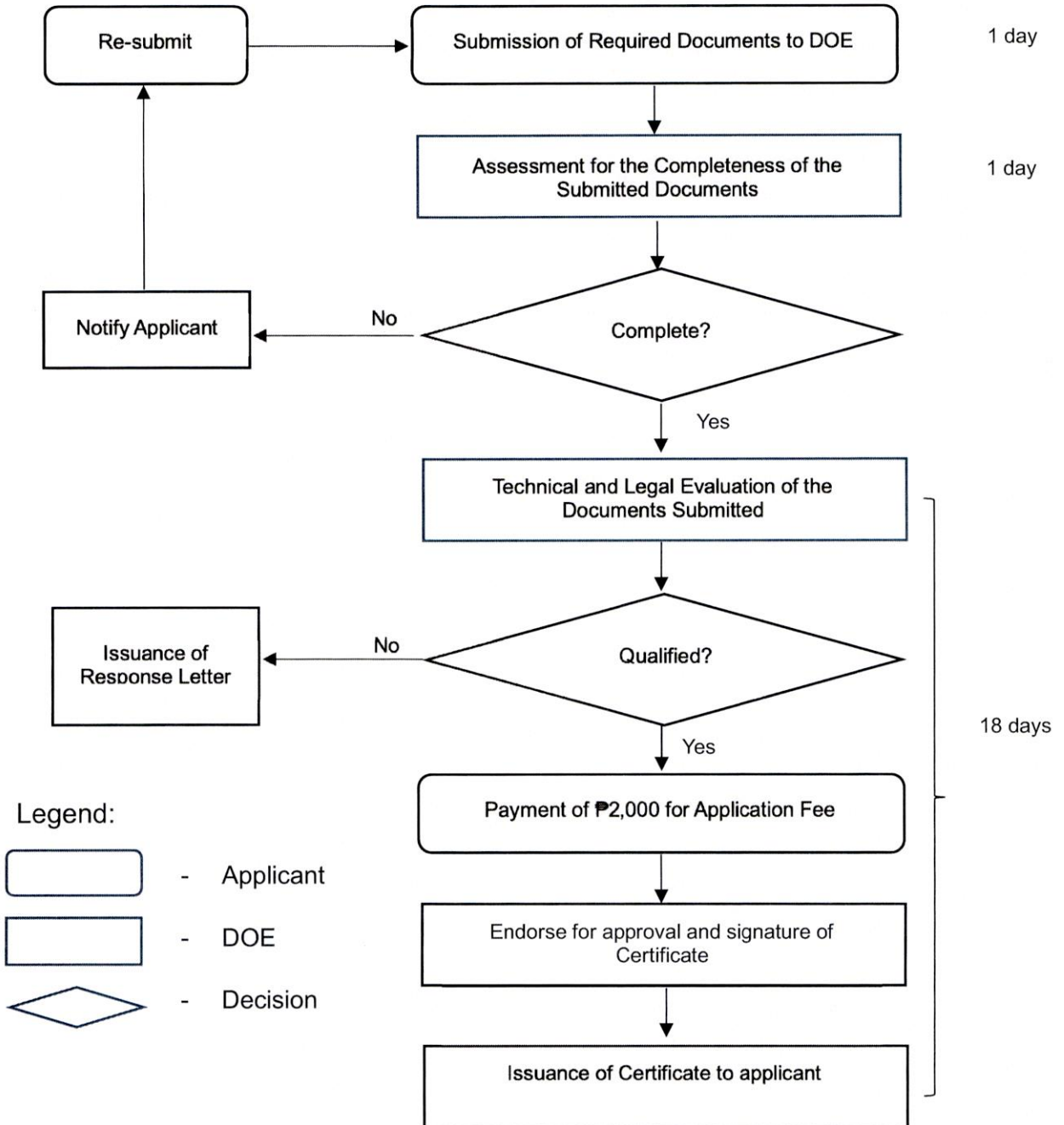
	EUMB – EPSMD Quality Management System GUIDELINES FOR SUBMISSION OF APPLICATION (Annex F)	Doc Ref No.:	EUMB-EPSMD-SPV
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GUIDELINES FOR SUBMISSION OF APPLICATION

1. Applications shall be filed electronically through the designated Online Submission Portal.
2. All documentary requirements shall be submitted in PDF Format.
3. Business Names shall be consistent with all the submitted documentary requirements supporting Corporate Personality.
4. Applications will be returned to applicants when the application form has not been properly filled out and/or there are missing annexes without prejudice to re-application.
5. Inquiries and clarifications on the application and the corresponding documentary requirements must be relayed to the applicant in writing. The evaluation process period is stayed until the applicant's compliance with the written letter.
6. Failure to submit within seven (7) days upon notification shall cancel the application and will need to re-apply for inclusion to the Registry.

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APPLICATION AND EVALUATION FLOWCHART



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GUIDELINES FOR RENEWAL OF CERTIFICATE

1. Renewals shall be filed electronically through the designated Online Submission Portal.
2. All documentary requirements shall be submitted in PDF Format.
3. Business Names shall be consistent with all the submitted documentary requirements supporting Corporate Personality.
4. Applications will be returned to applicants when the application form has not been properly filled out and/or there are missing annexes without prejudice to re-application.
5. Failure to submit within fifteen (15) days upon expiration of Eligibility Document shall result to the delisting of the Solar PV Installer.

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APPLICATION AND EVALUATION FLOWCHART

