



## IMPLEMENTING GUIDELINES OF THE PHILIPPINE TRANSPORT VEHICLES FUEL ECONOMY LABELING PROGRAM ON REGISTRATION PROCEDURES AND COMPLIANCE MECHANISM

Pursuant to Section 9 of Department Circular No. DC2023-05-0017, entitled "Prescribing the Guidelines of the Philippine Transport Vehicles Fuel Economy Labeling Program (VFELP) for Compliance of Vehicle Manufacturers, Importers, Distributors, Dealers, and Rebuilders", the Implementing Guidelines (IG) on the Registration Procedures, and Compliance Mechanism, is hereby issued for the information and guidance of all those concerned and for compliance by the transport sector and stakeholders.

### I. DEFINITION OF TERMS

The definition of terms for this IG will be as follows:

**Applicant** – refers to any natural or juridical person engaged in manufacturing, importing, distributing, dealing, rebuilding, retailing, and/or selling of transport vehicles that register with the Department of Energy (DOE) in compliance with the requirements of the VFELP;

**DOE Monitoring Team (DMT)** – shall be composed of a core group of personnel from the DOE and/or its authorized representatives, who shall assist the agency in the conduct of monitoring, verification, and enforcement activities;

**Fuel Economy Label (FEL)** – refers to the prescribed removable tag/sticker/marker that bears the DOE logo and essential fuel economy performance information compliant with the Particular Product Requirement (PPR);

**Fuel Economy Performance Rating (FEPR)** – refers to the distance traveled against fuel and/or energy consumed by a transport vehicle;

**Fuel Type** – refers to the type of fuel, energy, and other alternative sources that enable the vehicle to run (e.g., diesel, gasoline, LPG, electric, hydrogen);

**Gross Vehicle Weight** – the maximum mass of the vehicle, based on its construction and design performances, as declared by the manufacturer;

**Rebuilt Motor Vehicles** – refer to motor vehicles that are locally assembled or manufactured with one or more used major components;

**Reference mass** – refers to the unladen mass of the vehicle increased by a uniform figure of 100 kilogram (kg.);

**Test Report** – a document generated by the Vehicle Performance Assessment Facility (VPAF) or In-house Testing Facility indicating the determined fuel economy performance and other testing requirements provided that it aligns with established international standards;

**Vehicle Category** – shall refer to a category as specified in the Philippine National Standards (PNS) on Road Vehicles-Classification and Definition PNS 1891:2018 (UN ECE Published 2017) ICS 43.040.01 or its subsequent updates/versions;

**Vehicle Type** – represents the generic characteristics of a group of vehicle classifications that shall be specifically defined on its respective implementing guidelines; and,

**Vehicle Variant** – refers to a version of a vehicle that has different features than the original base model/ type. Also refers to vehicle within the same vehicle type.

## II. REGISTRATION PROCEDURES

This IG will initially cover road transport vehicles powered by internal combustion engine (ICE) and electric vehicles (EVs) as identified in Section 5, Covered Transport Vehicles of the VFELP Guidelines.

These registration procedures shall be complied by the Applicant of the Covered Transport Vehicles as follows:

- a. Company Registration
- b. Vehicle Registration

The general procedure for the required registration includes, but is not limited to, the general overview, process flow on the timeline and detailed activities, attachments and documents that are needed to be submitted by the Applicant, and the result of the evaluation.

### A. Company Registration

The following refers to the general procedure for Company Registration under the VFELP, as administered by the DOE. These procedures shall be applicable to manufacturers, importers, distributors, dealers, and rebuilders covered under this VFELP-IG.

ACTIVITY	WORKING DAYS	DETAILS
Applicant Registration in the VFELP System and Processing of Payment	1  <i>The process will resume after the payment is made.</i>  <i>(refer to note 1)</i>	<p>The applicant shall register and fill out an online information form in the VFELP System registration portal.</p> <p>The DOE-Energy Utilization Management Bureau (EUMB) shall verify the submitted information and the DOE-Collection Monitoring System (DOE-COMS) will send an Order of Payment (OOP) to the applicant through email.</p> <p>The applicant shall pay the corresponding amount indicated in the OOP. After verification of payment (for bank transfer/online payment) by the DOE-COMS, the applicant shall receive digital copy of the official receipt (OR).</p> <p>The applicant shall upload the digital copy of the OR through the VFELP System to continue the processing of the application.</p>
Submission of pertinent documents to the DOE-EUMB	1	The applicant shall fill out the online application for Company Registration (Annex A) through the VFELP System website.

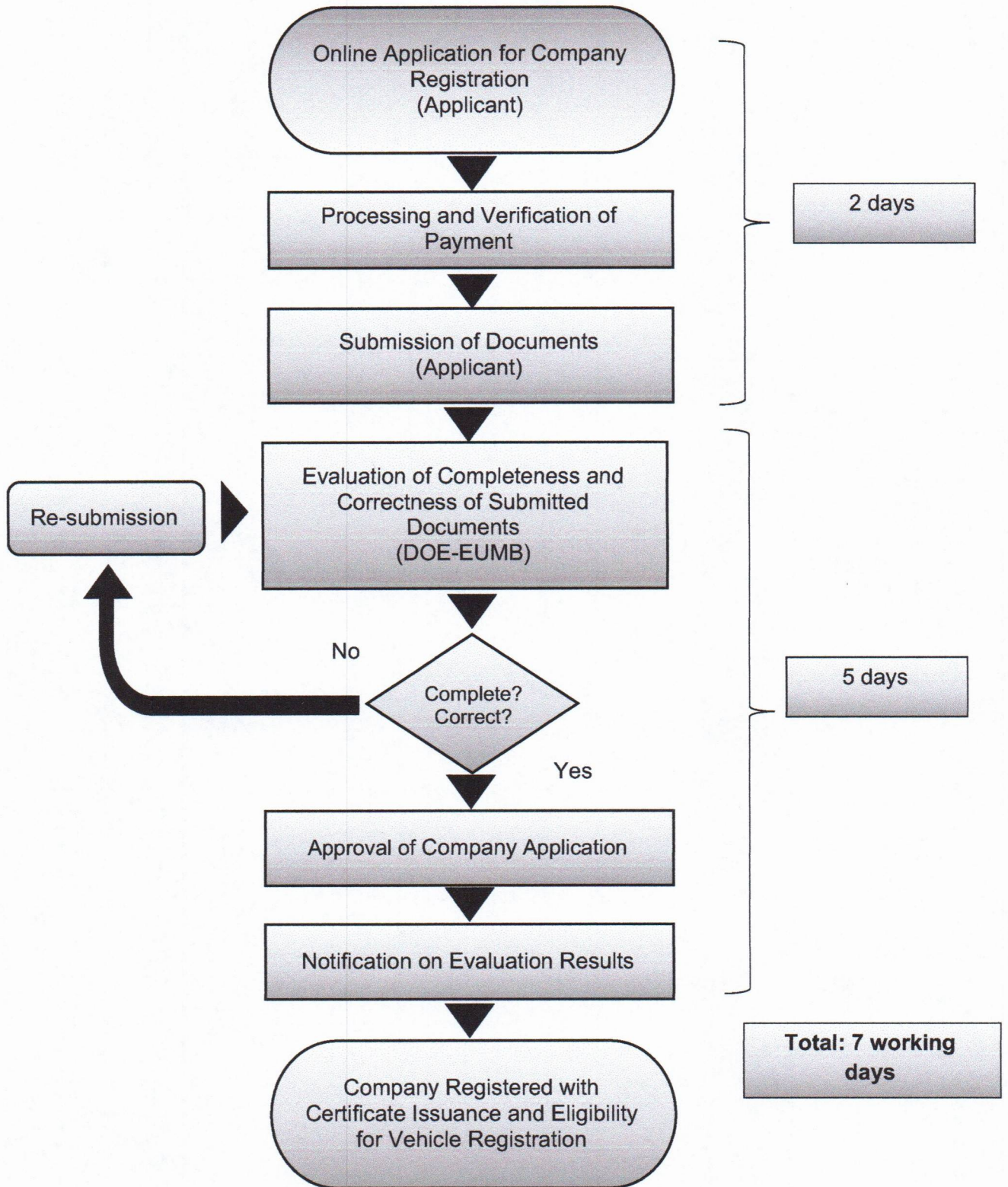
		<p>The applicant shall submit Certified True Copies of the following supporting documents to DOE through the VFELP System.</p> <ul style="list-style-type: none"> <li>• Notarized Undertaking to Abide by the Terms and Conditions of the VFELP Compliance Representative (Annex B)</li> <li>• Letter of Authorization for VFELP Compliance Representative (Annex C)</li> <li>• Business Registration Documents may include but not limited to, as necessary: <ul style="list-style-type: none"> <li>○ Business Registration Certificate: <ul style="list-style-type: none"> <li>▪ <i>For Sole Proprietorship:</i> Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI)</li> <li>▪ <i>For Corporation/Partnership:</i> Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission (SEC)</li> <li>▪ <i>For Cooperatives:</i> Certificate of Registration from the Cooperative Development Authority (CDA)</li> </ul> </li> <li>○ Permit to operate/Business Permit issued by the local government unit (LGU)</li> <li>○ Bureau of Internal Revenue (BIR) Registration</li> </ul> </li> </ul>
<p>Evaluation of completeness and correctness of submitted documents</p>	<p style="text-align: center;"><b>5</b></p> <p style="text-align: center;"><i>The process will resume after the complete re-submission is made.</i></p> <p style="text-align: center;"><i>(refer to note 2)</i></p>	<p>The DOE-EUMB shall evaluate the completeness and correctness of the submitted documents.</p> <p>If the submission upon evaluation is compliant, the DOE-EUMB shall endorse recommendation of approval to the EUMB Director.</p> <p>In case of incomplete and/or incorrect application, the DOE-EUMB will notify the applicant of the required document and/or data through email and/or VFELP System and request for re-submission.</p> <p>The applicant shall re-submit the correct/ supporting/ additional requirements, as necessary.</p>

		<p>The DOE-EUMB shall re-evaluate the completeness and correctness of the submitted documents.</p> <p>The DOE-EUMB shall endorse recommendation of approval to the EUMB Director.</p>
Approval		<p>The EUMB Director shall approve the Company Application.</p> <p><i>Note: The company is eligible to register their vehicle model/type and apply for fuel economy performance rating/ vehicle registration</i></p>
Notification on Evaluation Results		<p>The DOE-EUMB shall inform the applicant of the evaluation result through the VFELP System and/or email, along with the Certificate of Company Registration.</p>
<b>Total No. of Working Days</b>	<b>7</b>	

**Notes:**

1. The applicant will be given seven (7) calendar days to pay the fees; failure to do so within one day after the due date will result in automatic application cancellation.
2. In the event of incomplete and incorrect documents, the applicant has a one-time opportunity to rectify the issues within seven (7) working days. Failure to comply within seven (7) working days will lead to application cancellation. If, despite timely submission, the documents remain non-compliant, the application will be disapproved, resulting in forfeiture of the registration payment.

**A.1. Process Flowchart for Company Registration**



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## B. Vehicle Registration

The following refers to the general procedure for vehicle registration under the VFELP, as administered by the DOE-EUMB. These procedures shall apply to all vehicles covered under this VFELP IG.

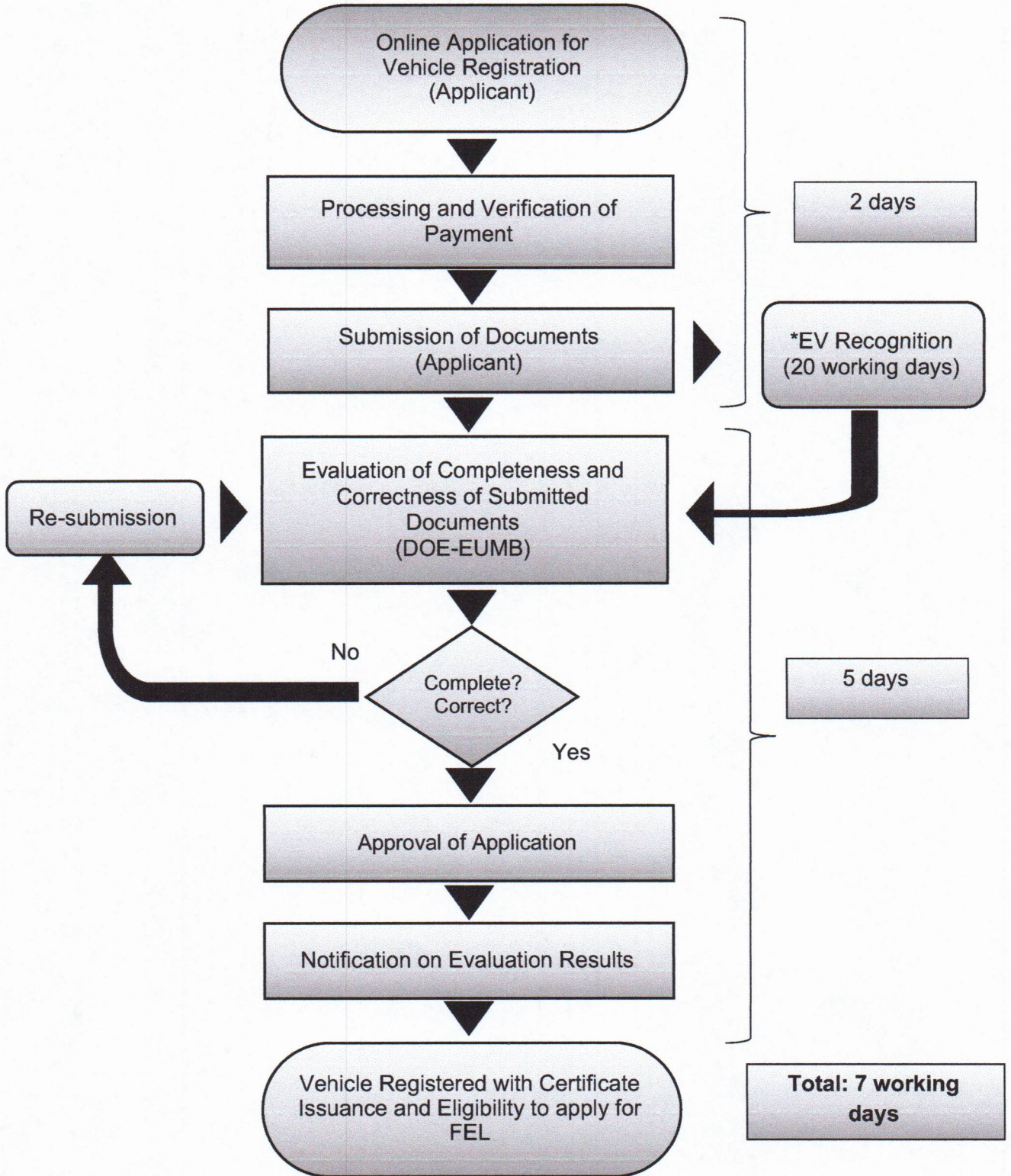
ACTIVITY	WORKING DAYS	DETAILS
Applicant Registration in the VFELP System and Processing of Payment	<p style="text-align: center;"><b>1</b></p> <p style="text-align: center;"><i>The process will resume after the payment is made.</i></p> <p style="text-align: center;"><i>(refer to note 1)</i></p>	<p>The applicant shall register and fill out an online information form in the VFELP System registration portal.</p> <p>The DOE-EUMB shall verify the submitted information and the DOE-COMS will send an OOP to the applicant through email.</p> <p>The applicant shall pay the corresponding amount indicated in the OOP. After verification of payment (for bank transfer/online payment) by the DOE-COMS, the applicant shall receive digital copy of the OR.</p> <p>The applicant shall upload the digital copy of the OR through the VFELP system to continue the processing of the application.</p>
Submission of pertinent documents to the DOE-EUMB	<p style="text-align: center;"><b>1</b></p>	<p>The applicant shall fill-out the Application for Vehicle Registration under the VFELP System Registration (Annex D)</p> <p>The applicant shall submit the Certified True Copies of the following documents to DOE through the VFELP System, which are only applicable to covered transport vehicles and necessary in the vehicle registration process, and may include but not limited to:</p> <ul style="list-style-type: none"> <li>• Valid third party test report indicating the Vehicle Fuel Economy Performance and other test results, provided that it aligns with established international standards and/or applicable Philippine National Standards (PNS).</li> <li>• Certificate of Conformity (COC) for new vehicles by Department of Environment and Natural Resources – Environmental Management Bureau (if applicable)</li> <li>• Certificate of Compliance to Emission Standards (CCES) for rebuilt motor vehicles issued by Department of Transportation – Land Transportation Office (if applicable)</li> </ul>

		<p><i>Notes: Determination of common test standard according to vehicle category shall be based on its respective VFELP-IG.</i></p> <p><i>For the submission of vehicle application, at least one of the certificates mentioned above is required.</i></p>
Evaluation of completeness and correctness of submitted documents	<p><b>5</b></p> <p><i>The process will resume after the complete re-submission is made. (refer to note 2)</i></p> <p><i>For vehicle registration of EVs, refer to note 3.</i></p>	<p>The DOE-EUMB shall evaluate the completeness and correctness of the submitted documents.</p> <p>If the submission upon evaluation is compliant, the DOE-EUMB shall endorse recommendation of approval to the EUMB Director.</p> <p>In case of incomplete and/or incorrect application, the DOE-EUMB will notify the applicant of the required document and/or data through email and/or VFELP System and request for re-submission.</p> <p>The applicant shall re-submit the correct/ supporting/ additional requirements as necessary.</p> <p>The DOE-EUMB shall re-evaluate the completeness and correctness of the submitted documents.</p> <p>The DOE-EUMB shall endorse recommendation of approval to EUMB Director.</p>
Approval		<p>The EUMB Director shall approve the Application.</p> <p><i>Note: The registered vehicle is eligible to apply for fuel economy performance rating and issuance of fuel economy label</i></p>
Notification on Evaluation Results		<p>The DOE-EUMB shall inform the applicant of the evaluation result through email and/or VFELP System.</p>
<b>Total No. of Working Days</b>	<b>7</b>	

**Notes:**

- 1. The applicant will be given seven (7) calendar days to pay the fees; failure to do so within one day after the due date will result in automatic application cancellation.*
- 2. In the event of incomplete and incorrect documents, the applicant has a one-time opportunity to rectify the issues within seven (7) working days. Failure to comply within seven (7) working days will lead to application cancellation. If, despite timely submission, the documents remain non-compliant, the application will be disapproved, resulting in forfeiture of the registration payment.*
- 3. For EV registration, twenty (20) working days shall be allotted for EV recognition pursuant to Department Circular No. DC2023-05-0012 also known as the EV Recognition Guidelines.*

### B.1 Process Flowchart for Vehicle Registration

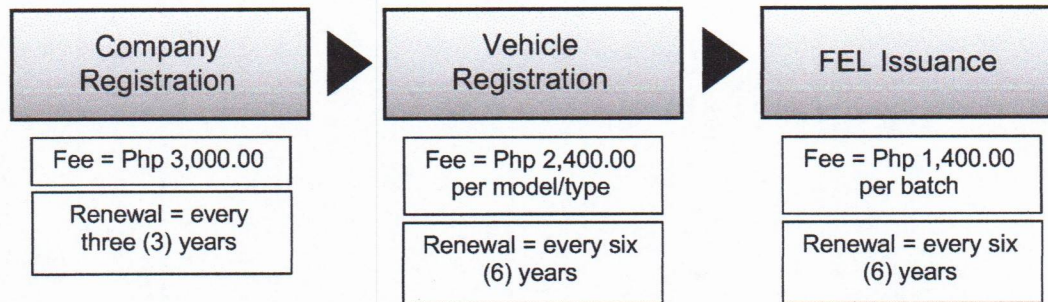


*\*applicable for EV registration only*



### III. COMPLIANCE MECHANISM

The Applicants shall comply with the following processes as shown below with its corresponding fees:



#### A. Guidelines for Compliance under Company Registration

- A.1** Company registration of all transport vehicle manufacturers, importers, distributors, dealers, and rebuilders shall be mandatory in compliance with the VFELP requirements and shall be renewed every three (3) years with the same fee of Php 3,000.00 per company.

For company renewal, the applicant will undergo the same process as the initial application. If there are any changes in management, legal status, identification file reference, authorization of compliance representatives, etc., the applicant may modify their initial submission.

- A.2** For the company registration process, an on-site verification of the Company may be conducted by the DMT at any time after the approval of the application. During the verification activity, the DMT in the presence of the authorized VFELP Compliance Representative (VCR), may confirm the location of the company, nature of business/operation, actual presence of the physical office/warehouse/ establishment, personnel, among others, to verify the information in the submitted documents for registration. If the Company fails the verification, the DMT shall notify the company about the revocation of approval and provide a copy of on-site verification results to DTI/SEC.
- A.3** In case where the company registration expires, the issued FEL shall be deemed invalid.

#### B. Guidelines for Compliance under Vehicle Registration

- B.1** Upon the notice of the availability of the vehicle registration system (online) for vehicle model/type, the following guidelines shall apply:

Mandatory registration of all covered vehicle model/type that are active in the market. Likewise, all vehicle model/type available in the market must be declared in the vehicle registry, which will be submitted to DOE during vehicle registration.

The vehicle inventory shall be updated every end month (third month) of each quarter.

- B.2** There will be one-time registration per model/vehicle type. However, if any changes, modifications, or upgrades have been made to the registered

vehicle that affects its performance, particularly fuel economy and carbon dioxide (CO<sub>2</sub>) emission, the vehicle shall undergo a new vehicle registration process.

- B.3** For vehicles to be sold/supplied in the market, the Applicant shall comply with the specific guidelines as shown below:

**REGISTRATION MATRIX**

**Condition 1:** Vehicles/units to be sold/supplied from registered and FEL-compliant Manufacturers/Importers/Distributors/Rebuilders

Type of Applicant	Company Registration	Vehicle Registration	Fuel Economy Label (FEL)
Manufacturers	✓	✓	✓
Importers	✓	✓	✓
Rebuilders	✓	✓	✓
Distributors	✓	✓	✓
Dealers	✓		

**Condition 2:** Vehicles/units to be sold/supplied are not from registered and FEL-compliant Manufacturers/Importers/Distributors/Rebuilders

Type of Applicant	Company Registration	Vehicle Registration	Fuel Economy Label (FEL)
Manufacturers			
Importers			
Rebuilders			
Distributors			
Dealers	✓	✓	✓

**Notes:**

1. *Manufacturers/Importers/Distributors/Rebuilders shall submit a list of their authorized Dealers.*
2. *Dealers shall submit a certificate/agreement/authority to sell secured from their supplier/s (Manufacturers/Importers/Distributors/Rebuilders).*

**C. Guidelines for Compliance under FEL Issuance**

- C.1** In any case that the FEL was found to be invalid/absent, liability falls at the point of sale/location or site of monitoring/verification activity.
- C.2** Details of the FEL issuance, such as FEL design and details of per batching (no. of units per batch), shall be in accordance with the implementing guidelines for FEL to be issued separately.


**D. Publication of Compliance**

- D.1** The DOE shall publish the list of registered companies and vehicles on the DOE website and VFELP system, which shall be updated biannually.
- D.2** The outcome of the implementation of the VFELP shall be included in the Annual Report of the DOE.

#### IV. OTHER PROVISION

**Effectivity.** This IG shall take effect fifteen (15) days after 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.

  
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