



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

DEPARTMENT CIRCULAR NO. DC2023-12-0034 ✓

**GUIDELINES ON THE AUTHORIZATION OF ENERGY AUDITORS UNDER THE
GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)**

WHEREAS, Republic Act No. (RA) 7638 or the Department of Energy Act of 1992 states that it is the policy of the State to ensure continuous, adequate, and economic supply of energy with the end in view of ultimately achieving self-reliance in the country's energy requirements through the integrated and intensive exploration, production, management, and development of the country's indigenous energy resources, and through the 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 Act (EEC Act) provides 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 9 of the EEC Act provides the creation of 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, Department Circular No. (DC) DC2019-11-0014 or the Implementing Rules and Regulations (IRR) of the EEC Act (EEC-IRR) provides the guidelines for the full implementation of the provisions of the EEC Act;

WHEREAS, as defined in Section 4 of the EEC Act and Section 3 in relation to Section 43 of the EEC-IRR, the GEMP refers to a Government-wide program to reduce the Government's monthly consumption of electricity and petroleum products through electricity and conservation, and efficiency and conservation in fuel use of government vehicles, that is applicable to all Government Entities (GEs), including all departments, bureaus, offices, agencies, branches and instrumentalities or political subdivision, government-owned-or-controlled corporations (GOCCs) including their subsidiaries, self-governing boards or commissions of the Government, state universities and colleges (SUCs), foreign service posts, and local government units (LGUs);

WHEREAS, Section 34 of EEC-IRR provides that the DOE shall monitor the compliance of all energy end users with the relevant standards and requirements under Chapters V and Chapter VII, as well as the EEC-IRR, and the DOE, through the Energy Utilization Management Bureau (EUMB), shall have the authority to visit energy end users to inspect energy-consuming facilities and evaluate energy management;

WHEREAS, under Section 37(e) of the EEC-IRR, one of the powers and functions of the IAEECC is to conduct surveys, audits, technical analysis, and other research or investigations related to government energy efficiency projects and the GEMP as may be necessary to support the preparation of the National EEC Plan and the objectives of the EEC Act and the EEC-IRR;

WHEREAS, Resolution No. 1, s. 2020 of the IAEECC directs all GEs, including the LGUs and foreign service posts, to comply with the GEMP, orders the DOE to conduct Energy Audits and Spot-Checks, and to submit proposed improvements to the GEMP;

WHEREAS, Resolution No. 5, s. 2022 of the IAEECC directs all GEs, including LGUs and foreign service posts to observe the approved GEMP Guidelines;

WHEREAS, as defined under the GEMP Guidelines, an Energy Audit Team (EAT) refers to a DOE-EUMB energy audit team or its duly authorized representative(s) who shall conduct unannounced inspection of any GE or government facility for purposes of checking, monitoring, and evaluating energy consumption, preparing the agency audit rating, reviewing and recommending energy efficiency and conservation measures and technologies, and recommending the issuance of certificates of savings, among others, to verify compliance with energy conservation and efficiency programs pursuant to IAEECC Resolution No. 1 s. 2020;

WHEREAS, Section 17 of the GEMP Guidelines mandates the DOE to allocate funds for the audit of GEs by DOE-EUMB certified and registered Energy Service Companies (ESCOs), and establish partnerships with selected GEs for the conduct of the audits to increase the coverage of audits for GEs to ensure proper compliance with the requirements of the GEMP Guidelines;

WHEREAS, DC2021-01-0001 or the *Adoption of Training Regulations Certification Process for Energy Auditors (EAs)* covers the Training Regulations (TR) for the certification of EAs, recognition requirements and processes of qualified Training Institutions, and guidelines on the assessment, registration, and certification of EAs to the DOE;

WHEREAS, given the multitude of GEs under the GEMP and the sheer number of buildings and facilities in some GEs, the DOE needs to expand the workforce who will conduct Energy Audits by authorizing additional or existing manpower complement within the GEs; and

WHEREAS, the DOE conducted a public consultation attended by various stakeholders on 17 August 2023 to present the draft DC and to consolidate inputs from the GEs.

NOW, THEREFORE, for and in consideration of the foregoing premises and pursuant to EEC Act's mandate to institutionalize fundamental policies on energy efficiency and conservation, the DOE hereby issues, adopts, and promulgates these Guidelines:

Section 1. Title. This DC shall be known as the “Energy Auditor Authorization Process under the GEMP.”

Section 2. Scope. This DC covers the authorization process of EAs who will conduct Energy Audits for GEs under the GEMP, including the following:

- a. Assessment, authorization, and certification of EAs under GEMP;
- b. Jurisdiction and authority of Authorized Energy Auditors (AEA);
- c. Responsibilities of Covered Entities; and
- d. Responsibilities of the AEAs.

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

- a. “Authorized Energy Auditor” refers to a DOE-authorized Certified Energy Auditor (CEA) from another GE who satisfactorily completed the certification process under Section 10 of this DC;
- b. “DOE Energy Audit Team” refers to a DOE-EUMB energy audit team or their duly authorized representative(s) who shall conduct unannounced inspection of any GE or government facility for purposes of checking, monitoring, and evaluating energy consumption, preparing the agency audit rating, reviewing and recommending energy efficiency and conservation measures and technologies, and recommending the issuance of certificates of savings, among others, to verify compliance with energy conservation and efficiency programs pursuant to IAEECC Resolution No. 1, s. 2020. In observance of the EEC-IRR, the DOE-EAT may conduct walk-through audits, preliminary audits and/or detailed audits as needed;
- c. “Energy Audit” refers to the evaluation of energy consumption and review of current energy cost to determine appropriate intervention measures and efficiency projects in which energy can be judiciously and efficiently used to achieve savings;
- d. “Energy Auditor” refers to an individual or entity certified by the DOE who has proven credibility and competence to conduct an Energy Audit;
- e. “Energy Audit Report” refers to a document that provides all the evaluation findings and identified energy-saving recommendations from the conducted energy audit activities by a DOE Accredited or Registered ESCO or by a DOE CEA;
- f. “EEC Professionals” refers to EEC Officer, EEC Focal, and EEC Coordinator under GEMP; and

- g. "Spot-Check" refers to the conduct of an unannounced inspection of any Government Entity or facility for the purpose of, but not limited to, checking, monitoring, and evaluating energy consumption to verify if energy conservation and efficiency programs are being implemented.

Section 4. Authorized Personnel to Conduct Energy Audit. Only the DOE-EAT, AEA, and CEA by the DOE are allowed to conduct Energy Audits of GEs in compliance with the GEMP.

Section 5. Authority of AEA to Conduct Energy Audit. All AEAs shall be allowed to conduct Energy Audits and Spot Checks of the respective government buildings free of charge. AEAs shall also be given access to all relevant information/data within his/her respective government buildings to review energy costs and evaluate energy consumption to determine appropriate measures and efficiency projects to achieve savings.

The concerned GEs shall execute a Memorandum of Agreement (MOA) with the DOE prior to the authorization of its personnel.

Outsourced personnel shall execute MOA with the DOE through their agency/company authorizing them to conduct an Energy Audit.

The AEAs, through their respective GEs or Agency/Company, shall execute a MOA with the DOE authorizing them to become AEAs and to conduct Energy Audits of their respective GEs.

Section 6. AEAs Areas of Jurisdiction. Pursuant to the GEMP Guidelines and IAEECC Resolutions, all National Government Agencies (NGAs), Bureaus, Agencies, GOCCs, Government Financial Institutions (GFIs), other government corporate entities, and their subsidiaries, and other instrumentalities, including SUCs, foreign services posts, and LGUs (except Barangays), shall be monitored and assessed in terms of their energy consumption and conservation programs, practices, and measures. As such, all AEA shall be authorized/allowed to conduct an Energy Audit within their respective offices, buildings, and facilities. The conduct of an inter-branch/inter-office Energy Audit (within the same agency) may only be allowed subject to the required minimum number of AEAs pursuant to Section 12(c) of this DC.

Section 7. Certificate for AEA. The EUMB Director shall issue the Certificate for AEA upon completion of the technical evaluation. All requirements identified in this DC and the subsequent advisories and guidance that may be issued by the IAEECC or by the DOE shall be binding and serve as a prerequisite to the processing and issuance of the Certificate for AEA.

Said Certificate shall be valid for a period of three (3) years. Recertification will be processed after the AEA has completed another round of training from a Recognized Training Institution (RTI) or the EUMB – EEC Public Sector Management Division (EPSMD). The recertification will be valid for the next three (3) years and the continuing AEA's qualifications shall still be based on the training regulations of the DOE. There shall be no limit as to the number of times that an AEA may apply for and be granted a recertification.

Section 8. Authorization Agreement. All AEA, who shall meet all the required qualifications and requirements of an AEA as stated under Sections 9 and 10 of this DC, shall enter into an Authorization Agreement (*Annex A*) with the DOE, to be recognized as an AEA.

The Authorization Agreement shall be signed by the GE's AEA and the DOE-EUMB Director.

Section 9. Qualifications of AEAs. The following are the required qualifications of an AEA upon submission of their application:

- a. Graduate of a four (4) year course, preferably engineering or equivalent courses/ degrees, or a graduate of K-12 Academic Track of Science, Technology, Engineering, and Mathematics (STEM) may be considered, subject to the assessment and evaluation of the DOE. However, courses shall align with the basic requirements of conducting Energy Audits;
- b. An employee of a GE holding a *plantilla* position with permanent employment status and with at least one (1) year residency. The GEs, however, may also tap outsourced personnel as long as he/she is properly trained in energy management and/or has undergone at least basic training on EEC by the DOE. Training of outsourced personnel on Energy Audit must be shouldered by the concerned agency/company of said outsourced personnel or through their own expense; and
- c. Completed one (1) year of relevant training on Energy Audit from a DOE RTI, underwent orientation/training by the EPSMD, or other relevant GEMP EEC training conducted by any third-party institution duly recognized by the DOE.

Section 10. Requirements for Authorization as AEA. Applicants are required to submit the following documents to the DOE-EUMB through a designated online application portal.

- a. Duly accomplished Authorized Energy Auditor Form (*Annex B*);
- b. Certified True Copy of PRC License (*when applicable*) or other related certifications;
- c. Certificate of Training Completion for Energy Auditors from a DOE RTI, EPSMD, or any third-party institution duly recognized by the DOE;
- d. Certificate of Employment from the Human Resource Management Division/Office of the concerned GE;
- e. Certificate for AEA issued by the DOE pursuant to Section 7 of this DC;
- f. Authorization Agreement designating the AEA signed and approved by the GE concerned, the GE's AEA and the DOE; and

- g. MOA from the Head of Office or Assigned Official and the Agency/Company of the Outsourced Personnel.

The Authorization of EAs shall be in a two (2)-staged process as shown in *Annex C*. All documents shall be submitted based on the submission guidelines of the DOE in *Annex D*.

EAs that have already been certified by the DOE prior to the effectivity of this DC shall only accomplish *Annexes A* and *E*.

Section 11. AEAs' Registry. The DOE shall develop and manage a centralized database that will serve as the AEAs Registry. Only those that are on the list of the said Registry shall be allowed to execute the responsibilities of an AEA as stipulated in the Authorization Agreement.

Section 12. Responsibility of the Covered GE. On top of complying with GEMP requirements, GE's under this DC shall ensure the following:

- a. Support the Energy Audit implementation and Spot-Checks, including administrative, logistical, personnel support, and provision of Energy Audit-related equipment subject to applicable accounting and auditing rules and regulations;
- b. Support the training requirements of its *plantilla* personnel consistent with the Personnel Development Program of the covered GE;
- c. Follow the authorization of EAs based on the following coverage:

Government Entity	Required Minimum Number of Authorized Energy Auditor
NGAs	At least one (1) for Central/Head Office; and at least one (1) per Regional/Cluster Office
LGUs	At least one (1) per LGU
GOCCs	At least one (1) for the Central/Head Office; and at least one (1) per Subsidiary/Cluster/Regional Office
Bureaus/Agencies/GFIs	
Foreign Service Posts	At least one (1) per Office
SUCs	At least one (1) per Institution

- d. Administer and perform, through its AEA, Energy Audits at least once every three (3) years or more often as may be deemed necessary by the concerned GE, the AEA, or the DOE;
- e. Ensure that the AEA's final Energy Audit Report (*Annex F*) is officially submitted to the DOE-EUMB for reference and documentation purposes; and

- f. Inform the DOE of any violation of the provisions in the Authorization Agreement committed by the AEA.

Section 13. Responsibilities of an Authorized Energy Auditor. – An Authorized Energy Auditor shall have the following responsibilities:

- a. Preparation and submission of Activity Plan for Energy Audit (APEA) every 31st January of each year to the DOE through the EUMB-EPSMD. The APEA shall be required of AEA which will conduct an Energy Audit of more than one (1) office/facility. APEA shall be in accordance with the template provided in *Annex E*. The APEA shall cover all energy audits and spot checks that will be conducted for the said calendar year (January to December);
- b. Conduct Energy Audits, Spot Checks, surveys, and technical analysis of its GE at least once every three (3) years or more often as may be deemed necessary by the GE concerned, the AEA, or the DOE, to determine ways to optimize energy performance of the GE and its facilities and submit proposed improvements in order to improve the GE's energy efficiency, energy conservation, and compliance with the GEMP;
- c. Coordinate with and relay its recommendations regarding the Energy Audit to the management of its GE;
- d. Submit a copy of the Energy Audit report/s to the DOE-EUMB not later than fifteen (15) working days from the completion of the Energy Audit. The submission shall be made through the DOE-identified platform;
- e. Ensure transparency, professionalism, and honesty in the conduct of Energy Audits; and
- f. Such other responsibilities under the EEC Act, EEC-IRR, this DC, and other resolutions, issuances, circulars, orders, advisories, and guidance issued by the DOE and the IAEECC.

Section 14. Implementation of Authorization Agreement. To ensure order, transparency, and compliance with all governing policies on the conduct of Energy Audits, the DOE through the EUMB shall have the following responsibilities:

- a. Recommends administrative sanctions on the AEA when appropriate for any violation of the EEC-IRR and the GEMP Guidelines to the concerned GE;
- b. Suspends and/or revoke the Certificate of any AEA which commits any of the prohibited acts identified in the EEC-IRR and the GEMP Guidelines; and
- c. Convenes all AEA together with other Energy Efficiency Practitioners whenever necessary.

Section 15. Compliance and Sanctions. Non-compliance with the provisions of this DC shall be penalized by administrative sanctions as provided by applicable laws and

shall be without prejudice to appropriate criminal and civil liabilities pursuant to Section 80 of the EEC-IRR.

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

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

Section 18. Effectivity. This DC shall take effect fifteen (15) days following its publication in at least two (2) newspapers of general circulation. A copy of this DC shall be filed with the University of the Philippines Law Center - Office of the National Administrative Register.

Issued on ____ December 2023 at the DOE, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City.


RAPHAEL P.M. LOTILLA
Secretary



DEC 07 2023



EUMB - EPMPD
Quality Management System
AUTHORIZATION AGREEMENT
(ANNEX A)

Doc Ref No.:	EUMB-EPMPD-AEA
Effective Date:	
Revision No.:	0
Page No.:	1 of 3

AUTHORIZATION AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Authorization Agreement is entered into this _____ day of _____, Taguig City, by and between:

The Department of Energy, a national government entity, with office address at 34th Street Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City 1632, duly represented by Director Patrick T. Aquino, CESO III, herein referred to as the **"DOE"**.

-and-

_____, single/married, of legal age, Filipino, and a resident of _____, herein referred to as the **"AEA"**.

WITNESSETH

WHEREAS, The Department of Energy is currently implementing the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Resolution No. 1 s. 2020, also known as *"Directing All Government Agencies, Including the Local Government Units (LGUs) and Foreign Service Posts, to Comply with the Government Energy Management Program (GEMP), Ordering the Department of Energy to Conduct Energy Audits and Spot Checks, and Submit Proposed Improvement to the GEMP"*.

WHEREAS, In compliance with the abovementioned IAEECC Resolution, the Department of Energy is hereby granting the Department/Office of _____ to authorize an Energy Auditor under the GEMP.

WHEREAS, I _____ (name of employee), a regular employee of the Department/Office of _____ is being authorized as an Energy Auditor under the GEMP.

NOW THEREFORE, the parties hereby agree as follows:

TERMS AND CONDITIONS

- A. That I agree to enter into an Authorization Agreement with the Department of Energy effective on _____ to _____.
- B. That my full personal information/data relative to my Authorization Agreement as an Energy Auditor under the GEMP shall be included in the official AEA Registry.
- C. That the Authorized Energy Auditor shall have the following responsibilities:



EUMB - EPMPD
Quality Management System
AUTHORIZATION AGREEMENT
(ANNEX A)

Doc Ref No.:	EUMB-EPMPD-AEA
Effective Date:	
Revision No.:	0
Page No.:	2 of 3

1. Preparation and submission of Activity Plan for Energy Audit (APEA) every 31st January of each year to the DOE through the EUMB-EPMPD. The APEA shall be required of AEA which will conduct an Energy Audit of more than one (1) office/facility. APEA shall be in accordance with the template provided in *Annex E*. The APEA shall cover all energy audits and spot checks that will be conducted for the said calendar year (January to December);
 2. Conduct Energy Audits, Spot Checks, surveys, and technical analysis of its GE at least once every three (3) years or more often as may be deemed necessary by the GE concerned, the AEA, or the DOE, to determine ways to optimize energy performance of the GE and its facilities and submit proposed improvements in order to improve the GE's energy efficiency, energy conservation, and compliance with the GEMP;
 3. Coordinate with and relay its recommendations regarding the Energy Audit to the management of its GE;
 4. Submit a copy of the Energy Audit report/s to the DOE-EUMB not later than fifteen (15) working days from the completion of the Energy Audit. The submission shall be made through the DOE-identified platform;
 5. Ensure transparency, professionalism, and honesty in the conduct of Energy Audits; and
 6. Such other responsibilities under the EEC Act, EEC-IRR, this DC, and other resolutions, issuances, circulars, orders, advisories, and guidance issued by the DOE and the IAEECC.
- D. The covered Government Entities (GEs) shall ensure the following:
1. Supports the energy audit implementation and spot-checks, including administrative, logistical, and personnel support, and provision of energy audit-related equipment subject to the applicable accounting and auditing rules and regulations;
 2. Supports the training requirements consistent with the Personnel Development Program of the Government Entity;
 3. Pursues authorization of energy auditors based on the suggested coverage identified in the Department Circular;
 4. Administers energy audit every three (3) years or as deemed necessary;



EUMB - EPMPD
Quality Management System
AUTHORIZATION AGREEMENT
(ANNEX A)

Doc Ref No.:	EUMB-EPMPD-AEA
Effective Date:	
Revision No.:	0
Page No.:	3 of 3

5. Ensure that the AEA's final Energy Audit Report (*Annex F*) is officially submitted to the DOE-EUMB for reference and documentation purposes; and
 6. Informs DOE of any violation done by the AEA specifically those under the provisions in the Authorization Agreement.
- E. That this agreement shall remain valid within the time frame specified in Item "A" but can be terminated by the Department of Energy at its own discretion *motu proprio*.

IN WITNESS WHEREOF, the parties hereunto signed this Authorization Agreement, this ____ day of _____ 20____ at Taguig City, Metro Manila.

DOE

AEA

PATRICK T. AQUINO, CESO III
Director IV

WITNESSES



EUMB - EPMPD
Quality Management System
AEA APPLICATION FORM
(ANNEX B)

Doc Ref No.:	EUMB-EPMPD-AEA
Effective Date:	
Revision No.:	0
Page No.:	1 of 2

CHECKLIST OF REQUIREMENTS FOR AEA APPLICANT

- ☐ One (1) Certified True Copy of the PRC License (when applicable) or other related certifications;
- ☐ One (1) Copy of the Certificate of Training Completion for Energy Auditors from a DOE RTI, EPSMD, or any third-party institutions duly recognized by the DOE;
- ☐ One (1) Certificate of Employment from the Human Resource Management Division/Office;
- ☐ One (1) Copy of a signed agreement between the covered GE and DOE; and
- ☐ One (1) Original Copy of the MOA from the Head of Office or Assigned Official and the Agency/Company of the outsourced personnel.

Type of Application : ☐ New ☐ Renewal

DOE AEA APPLICATION FORM

GENERAL INFORMATION

Name : _____
Surname First Name Middle Name

Address : _____

TIN : _____

Contact number : _____

E-mail address : _____

Birth date : _____

Birthplace : _____

Highest Educational Attainment : _____

PRC ID No. (if applicable) : _____

Work Experience/s

Inclusive Dates (dd/mm/yyyy)	Position Title	Name of Company

(Continue on a separate sheet if necessary)

Seminar/Training Program Attended (with attached Certificate of Participation)

Title of Seminar/Training Programs (Write in full)	Inclusive Dates (dd/mm/yyyy)	Number of Hours	Training Institution and Location (Write in full)

(Continue on a separate sheet if necessary)

Note: Attach a Curriculum Vitae

	EUMB - EPMPD Quality Management System AEA APPLICATION FORM (ANNEX B)	Doc Ref No.:	EUMB-EPMPD-AEA
		Effective Date:	
		Revision No.:	0
		Page No.:	2 of 2

Assurances:

By signing this application form and set of assurances, I hereby acknowledge the following conditions of the Energy Utilization Management Bureau (EUMB) / Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD) and agree to abide by them if this application is accredited.

1. I agree to submit complete registration/certification requirement documents and to abide by the recognition criteria for AEA.
2. I hereby authorized the EPMPD of DOE-EUMB to make direct inquiries to any person, firm, or organization named in the application to verify the information submitted herein.
3. I further agree that if we provide false or misleading information on our application form or otherwise fail to demonstrate that we have sufficient experience or qualifications to perform as AEA, the EPMPD has the right to suspend, without prior notice, my recognition from the Registration.
4. I, the undersigned, hereby apply for the registration/certification with EUMB-EPMPD and certify that, to the best of my knowledge, the particulars given in this application and all accompanying documents/information are true and correct.

NAME : _____

SIGNATURE : _____

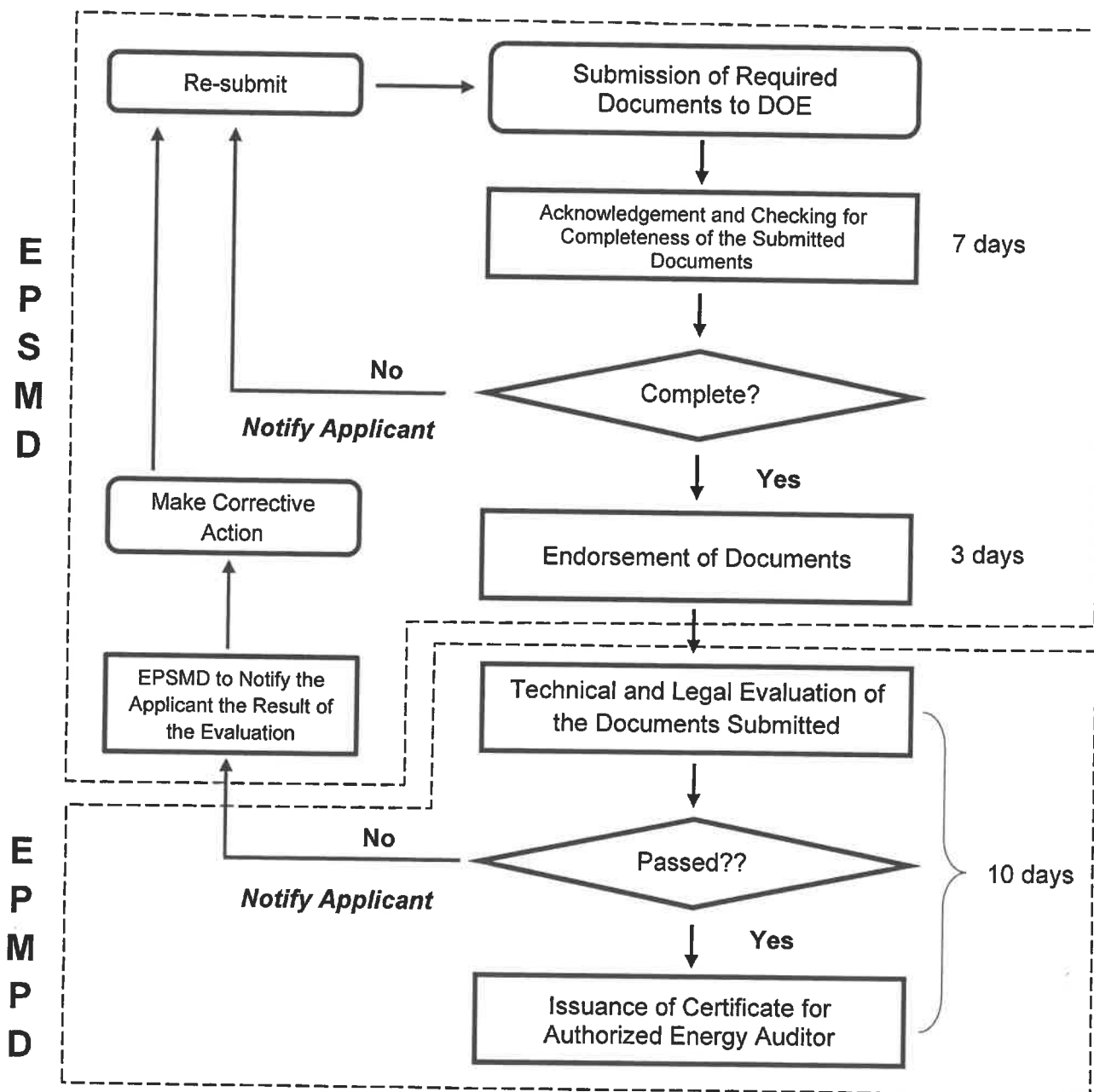
DATE : _____



EUMB - EPMPD
Quality Management System
AEA APPLICATION FLOWCHART
(ANNEX C)

Doc Ref No.:	EUMB-EPMPD-AEA
Effective Date:	
Revision No.:	0
Page No.:	1 of 1

**APPLICATION PROCESS FOR AUTHORIZATION OF
ENERGY AUDITOR (AEA)**



Note:

Upon unsuccessful technical or legal evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.

Unless specified, days here pertains to working days.



EUMB - EPMPD
Quality Management System
SUBMISSION GUIDELINES
(ANNEX D)

Doc Ref No.:	EUMB-EPMPD-AEA
Effective Date:	
Revision No.:	0
Page No.:	1 of 2

SUBMISSION GUIDELINES

For Authorized Energy Auditors

The documents pertaining to the application of AEA to the DOE can be accessed through _____.

All applications, together with the required documents, should be submitted through e-mail _____. Please take note that submissions made through other e-mail addresses will not be deemed official by the DOE.

For further guidance, the following documents should be included in the e-mail of the applicant:

1. Duly accomplished AEA Application Form under Annex B
(PDF File, File Name: "AEA_Last Name_Application_Form.pdf")
2. One (1) Certified True Copy of PRC License (when applicable) or other related certifications
(PDF File, File Name: "AEA_Last Name_PRC.pdf")
3. One (1) Copy of Certificate of Training Completion for Energy Auditors from a DOE RTI, EPSMD or any third-party institutions duly recognized by the DOE
(PDF File, File Name: "AEA_Last Name_Training_Certificate.pdf")
4. One (1) Certificate of Employment from the Human Resource Management Division/Office
(PDF File, File Name: "AEA_Last Name_Service_Record")
5. One (1) Copy of a signed agreement between the covered GE and DOE
(PDF File, File Name: "AEA_Last Name_Agreement.pdf")
6. One (1) Original Copy of the MOA from the Head of Office or Assigned Official and the Agency/Company of the outsourced personnel
(PDF File, File Name: "AEA_Last Name_MOA.pdf")

	EUMB - EPMPD Quality Management System SUBMISSION GUIDELINES (ANNEX D)	Doc Ref No.:	EUMB-EPMPD-AEA
		Effective Date:	
		Revision No.:	0
		Page No.:	2 of 2

The Application E-Mail should at least include the following contents:

<Date>

DIRECTOR

Energy Utilization Management Bureau (EUMB)
Department of Energy (DOE)
Energy Center, Rizal Drive
Bonifacio Global City, Taguig City

Subject: <Last Name> - **AEA Application** (e.g., **Dela Cruz – AEA Application**)

Dear Director:

Good day!

I am <Last Name, First Name> from <Affiliation> hereby submitting my application for the Authorization as an Energy Auditor. The following documents are attached to this email for your reference:

1. Duly Accomplished Authorized EA Form (*Annex B*)
2. Certified True Copy of PRC License (*when applicable*) or other related certifications
3. Copy of Training Completion for Energy Auditors from a DOE RTI, EPSMD or any third-party institutions duly recognized by the DOE
4. Certificate of Employment from the Human Resource Management Division/Office
5. Copy of a signed agreement between the covered GE and DOE
6. Original Copy of MOA from the Head of Office or Assigned Official and the Agency/Company of the outsourced personnel.

For your reference.

Thank you.

<Name of Applicant>

<Affiliation/Office/Company>

<Contact Details>

	EUMB - EPMPD Quality Management System ACTIVITY PLAN FOR ENERGY AUDIT (APEA) (ANNEX E)	Doc Ref No.:	EUMB-EPMPD-AEA
		Effective Date:	
		Revision No.:	0
		Page No.:	1 of 1

ACTIVITY PLAN FOR ENERGY AUDIT (APEA)

AUTHORIZED ENERGY AUDITOR (AEA)

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
AEA No. _____ Date Issued _____		

Government Entities	Time Frame	Contact Person	Activity

Assurances:

By signing this activity plan and set of assurances, I hereby acknowledge the following conditions of the Energy Utilization Management Bureau (EUMB) / Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD) and agree to abide by them if this activity is accredited.

1. I agree to submit the complete required documents and abide by the recognition criteria for AEA.
2. I hereby authorized the EPMPD of DOE-EUMB to make direct inquiries to any person, firm, or organization named in the activity plan to verify the information submitted herein.
3. I further agree that if we provide false or misleading information on our application form or otherwise fail to demonstrate that we have sufficient experience or qualifications to perform as AEA, the EPMPD has the right to suspend, without prior notice, my recognition from the Registration.
4. I, the undersigned, hereby prepare and submit with EUMB-EPMPD and certify that, to the best of my knowledge, the particulars given in this Activity Plan and all accompanying documents/information are true and correct.

NAME : _____

SIGNATURE : _____

DATE : _____

	EUMB-EPMPD Quality Management System GEMP Energy Audit Procedure (ANNEX F)	Doc Ref No.:	EUMB-EPMPD-AEA
		Effective Date:	
		Revision No.:	0
		Page No.:	1 of 7

GOVERNMENT ENERGY MANAGEMENT PROGRAM ENERGY AUDIT PROCEDURE

I. Self-Assessment

1. The Energy Efficiency and Conservation (EEC Officer) shall conduct a self-assessment relative to their compliance with the Government Energy Management Program (GEMP). The self-assessment tool is available in the GEMP System. *(Please see Annex F.1: GEMP Energy Audit Initial Rating)*
2. The EEC Officer shall then proceed to the actual inspection of the facilities/offices/areas. The activities during the actual inspection include:
 - 2.1 Checking the room temperature and humidity using the thermometer/humidity data logger
 - 2.2 Checking the indoor illumination using the lux meter
 - 2.3 Checking the installed lighting systems
 - 2.4 Checking the installed cooling systems
 - 2.5 Checking for the implementation of the Enercon Programs (labels, reminders, records)
 - 2.6 Identifying opportunities for energy savings in the facility
 - 2.7 Measuring actual electricity consumption of the buildings
 - 2.8 Photo-documentation during the actual inspection (to be uploaded in the GEMP System)

II. Preparation of the Preliminary Energy Audit Report

1. A preliminary audit report shall be submitted to the Department of Energy (DOE) via the **GEMP system** two weeks after the actual inspection. *(Please see Annex F.2: Template of the Preliminary Energy Audit Report)*

III. Evaluation/Validation of the Preliminary Energy Audit Report

1. The DOE shall evaluate/validate the energy audit report and may conduct an on-site or virtual energy audit, if necessary.



EUMB-EPMPD
Quality Management System
GEMP Energy Audit Procedure
(ANNEX F)

Doc Ref No.:	EUMB-EPMPD-AEA
Effective Date:	
Revision No.:	0
Page No.:	2 of 7

Annex F.1
GEMP Energy Audit Initial Rating



DEPARTMENT OF ENERGY
GOVERNMENT ENERGY MANAGEMENT PROGRAM
ENERGY AUDIT INITIAL RATING

Name of Government Office: _____

Address: _____

Date & Time of Spot-check: _____

Result

SCORE

RATING

GRADE

Office Policy

Perfect Score %	Agency's Score %
5	
5	

- 1.) Designation of Enercon Officer
- 2.) Office issuances on energy conservation

Best Practices for Electricity Conservation

5	
5	
2	
5	
5	
5	
5	
5	
3	

- 1.) Use of efficient lighting lamps such as LED, CFL, Slim type Fluorescent and others
- 2.) Use of efficient equipment such as appliances with Inverter Technology, LED displays and others
- 3.) Utilizing daylight whenever possible
- 4.) Room temperature not lower than 24°C
- 5.) Aircon operation are scheduled from 9:00 AM to 4:00 PM
- 6.) Keeping the air conditioned room sealed from air infiltration
- 7.) Setting the ACU at "Fan Mode" during lunch break between 12:00 NN to 1:00 PM
- 8.) Turning off lights, computers, appliances, and other equipment when not in use
- 9.) Using stairs instead of elevator when going up or down one (1) floor

Document Records for Electricity Conservation

5	
5	

- 10.) Inventory list of Lightings, ACUs and other office equipment
- 11.) Monthly Electricity Consumption Report five (5) years from the present year with the latest copy of electricity bill

Best Practices for Fuel Conservation

10	
5	
5	

- 1.) Implementation of Fuel Conservation Program
- 2.) Performing Preventive Maintenance Schedule (PMS) of official service vehicles
- 3.) Avoiding idling of engines while waiting and/or parking

Document Records for Fuel Conservation

5	
5	
5	
5	

- 4.) Inventory list and assignment of government service vehicles to a particular official
- 5.) Monthly Fuel Monitoring Report five (5) years from the present year
- 6.) Records of daily entry and dispatch of service vehicles from motorpool
- 7.) Records of Trip Tickets for each service vehicle

Energy Audit Team: _____

Received by: _____

Date: _____

	EUMB-EPMPD Quality Management System GEMP Energy Audit Procedure (ANNEX F)	Doc Ref No.:	EUMB-EPMPD-AEA
		Effective Date:	
		Revision No.:	0
		Page No.:	3 of 7

Annex F.2
Template of the Preliminary Energy Audit Report



<Name of Government Agency>
<Address>

Energy Efficiency & Conservation Performance
Assessment Report

Prepared by:

Energy Auditors:

<Name of EEC Officer 1>
<Name of EEC Focal Person 1>
<Name of EEC Focal Person 2>

Noted by:



EUMB-EPMPD
Quality Management System
GEMP Energy Audit Procedure
(ANNEX F)

Doc Ref No.:	EUMB-EPMPD-AEA
Effective Date:	
Revision No.:	0
Page No.:	4 of 7

<Name of Head of Agency>
 <Designation>

Government Entity's Information	
Name of Agency	
Address:	
Contact Person:	
Operating Hours	
Electricity Meter Account and Building's Information	
<Electricity Meter Account 1>	<Input here the name of buildings under the electricity meter accounts> Name of Building: <Name of Building 1> Number of Floors: <No. of Floors> Number of Occupants : <No. of Occupants> Date Established: <Date Established> Gross Floor Area: <Gross Floor Area> Air-conditioned Area: <Air-conditioned Area> Leased/Owned: <Leased/Owned> Name of Building: <Name of Building 2> Number of Floors: <No. of Floors> Number of Occupants : <No. of Occupants> Date Established: <Date Established> Gross Floor Area: <Gross Floor Area> Air-conditioned Area: <Air-conditioned Area> Leased/Owned: <Leased/Owned>
<Add row if more than one electricity meter account>	
Brief Profile	<Briefly explain the profile of the Government Agency>

	EUMB-EPMPD Quality Management System GEMP Energy Audit Procedure (ANNEX F)	Doc Ref No.:	EUMB-EPMPD-AEA
		Effective Date:	
		Revision No.:	0
		Page No.:	5 of 7

Performance Assessment Initial Report Energy Conservation Measures	
Executive Summary	
Office Special Orders and other Issuances on Energy Conservation Measures	<Briefly explain the issuances/memorandum on the designation of EEC Officer and Focal Person>



EUMB-EPMPD
Quality Management System
GEMP Energy Audit Procedure
(ANNEX F)

Doc Ref No.:	EUMB-EPMPD-AEA
Effective Date:	
Revision No.:	0
Page No.:	6 of 7

Energy Performance and Energy Efficiency Cost Reduction	(Discuss the electricity utilization on a per electricity meter account and fuel utilization on a per service vehicle account)
Building Energy Efficiency Index (BEEI)	Based on the ASEAN Energy Efficiency and Conservation Best Practices for Office Building standards, the considered efficient BEEI value is equal or less than 160 kWh/year/m². Based on the annual data on electricity consumption for <i><previous year></i>, the agency incurred <i><previous year consumption in kWh></i>. With the total gross floor area of the building pegged at <i><_____ square meters></i>, the BEEI of <i><name of agency></i> figured at <i><_____ kWh/year/m^{2.}</i>
Energy Audit Observation of the Energy Consuming Equipment and Motor Vehicles	
Air-conditioning Units	<How many inverter/non inverter ACUs in the building? Briefly explain the energy efficiency and conservation measures being implemented>
Lighting System	<How many LED/Non LED lightings in the building? Briefly explain the energy efficiency and conservation measures being implemented>



EUMB-EPMPD
Quality Management System
GEMP Energy Audit Procedure
(ANNEX F)

Doc Ref No.:	EUMB-EPMPD-AEA
Effective Date:	
Revision No.:	0
Page No.:	7 of 7

Other Energy Consuming Equipment (Printer, Computer, Laptop, Scanner, Water Dispenser, Ref, etc)	<How many other energy consuming equipment in the building? Briefly explain the energy efficiency and conservation measures being implemented>
Motor Vehicles	<How many diesel/gasoline service vehicles of the government agency? Briefly explain the energy efficiency and conservation measures being implemented>
Cost and Benefit Analysis	<Compute the CBA of replacing the non-inverter ACUs with inverter ACUs and non-efficient lighting system with LED>
Conclusion	