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

BAGONG PILIPINAS

DEPARTMENT ORDER NO. DO 2025-07-0010

RECONSTITUTING THE MEMBERSHIP OF THE DEPARTMENT OF ENERGY SCREENING COMMITTEE AND SUB-COMMITTEES FOR PURPOSES OF REPUBLIC ACT NO. 8439

WHEREAS, Republic Act (RA) No. 8439, otherwise known as the "*Magna Carta for Scientists, Engineers, Researchers and Other Science and Technology Personnel in Government*", declares it the policy of the State to provide a program of human resources development in science and technology to achieve and maintain the necessary reservoir of talent and manpower that will sustain its drive for total science and technology mastery;

WHEREAS, the Magna Carta and its Implementing Rules and Regulations (IRR) promulgated by the Department of Science and Technology (DOST) allows for the grant of incentives to qualified science and technology personnel in DOST and non-DOST agencies;

WHEREAS, the Department of Energy (DOE) desires and aims to support qualified science and technology DOE personnel for the purpose of availment of the benefits granted under the Magna Carta;

WHEREAS, the DOST issued the DOST Administrative Order (AO) No. 009, s. 2020, on the Guidelines in the Certification of Eligibility (COE) of Non-DOST S&T Personnel under RA No. 8439, as amended by RA No. 11312;

WHEREAS, Section 2 of RA No. 11312 or "An Act Strengthening the Magna Carta for Scientists, Engineers, Researchers and Other Science and Technology Personnel in the Government, Amending for the Purpose RA No. 8439" provides that:

> Section 2. Section 8 of RA No. 8439 is hereby amended to read as follows:
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> *"Sec. 8. Non-DOST S&T Personnel. – S&T personnel not employed by the Department, who are involved in Scientific and Technological Activities (STA) may avail of the benefits under this Act upon certification of the Head of their agency that they are involved in research and development or other scientific and technological activities: Provided, That the Heads of agencies shall abide by the guidelines promulgated by DOST for the certification of non-DOST personnel involved with research and development or scientific and technological activities and their entitlement to benefits provided in this Act".*

WHEREAS, there is a need for the DOE to reconstitute the Agency Screening Committee and expand its membership, specifically the Technical Working Group (TWG) and the Secretariat in order to facilitate the processing/evaluation of new

applications/claims and allow for the involvement of concerned divisions in the process;

WHEREFORE, in consideration of the foregoing, the DOE Screening Committee is hereby reconstituted for the purpose and in accordance with the terms provided in this Department Order (DO).

SECTION I
COMPOSITION

The DOE Screening Committee for Purposes of RA No. 8439, shall be composed of the following:

1) DOE Screening Committee-Executive Level

Chairperson	:	DOE Official (authorized by the DOE Secretary) or Undersecretary directly involved in the DOE Science and Technology (S&T)/Research and Development (R&D) Operations
Vice-Chairperson	:	DOE Official/Officer (authorized by the DOE Secretary) or Assistant Secretary directly involved in the DOE S&T/R&D Operations
Members	:	Director, Energy Utilization Management Bureau (EUMB) Director, Energy Resource Development Bureau (ERDB) Director, Renewable Energy Management Bureau (REMB)
Alternate for Any One of the Members	:	Director, Electric Power Industry Management Bureau (EPIMB)

2) Technical Working Group (TWG)/Secretariat

Head	:	Director, Energy Research and Testing Laboratory Services (ERTLS)
Asst. Head	:	Director, Legal Services (LS)
Members	:	Chief, Human Resource Management Division (HRMD) Chief, Budget Division (BD) Chief, Energy Efficiency and Conservation Public Sector Management Division (EPSMD) Department Legislative Liaison Specialist, Office of the Undersecretary (OUSEC)
Secretariat	:	Personnel from HRMD, Information Technology and Management Services (ITMS), BD, Geoscientific Research Testing and Laboratory Division-ERTLS, and Employee's Association (EA)

3) Screening Sub-Committee at the Bureau and Service Level:

Head	:	Concerned Bureau/Service Director
Asst. Head	:	Asst. Bureau Director (for the Bureau) One (1) Division Chief (for the Service, if applicable)
Members	:	Division Chief (for the Bureau/Service, if applicable)
Secretariat	:	Executive Secretary/Secretary of the Bureau/Service

SECTION II
DUTIES AND RESPONSIBILITIES

1. DOE Screening Committee-Executive Level:

a. Screen and evaluate the endorsed applications by the respective Screening Sub-Committees and accordingly recommend denial or approval of the applications to avail the benefits provided for in the Magna Carta;

b. Prepare the Quarterly Summary Report and submit findings and recommendations (whether denial or approval), for consideration by the DOE Secretary;

c. Prepare/Issue COE for employees who have been granted approval by the DOE Secretary. Such COE, shall be considered for the specific period/duration only, and therefore need to be reapplied on an annual basis, pursuant to DOST AO No. 009, s. of 2020, and Section 2 of RA No. 11312, as above stated;

d. Monitor the continuity of the STA-related functions of the personnel, in case of transfer, promotion, or re-assignment, and prepare/submit report to the DOE Secretary for the termination/automatic revocation of the COE;

e. Recommend to the DOE Secretary the applications for benefits of all qualified employees, based on the percentage level of their direct and indirect exposure to hazards and their actual presence in the workplace, whether within the DOE premises or during fieldworks/assignments, taking into consideration the DOST-wide provisions of the benefits to its employees; and

f. Perform such related functions as may be necessary to achieve the purpose for which the DOE Screening Committee was created.

2. TWG/Secretariat

a. Prepare/present the short-listed applications based on the following criteria:

1. The applicant's course must be in engineering or science and technology, and must be based on the list issued by the Commission on Higher Education or DOST, as revised/amended for new curricula implemented by the State Universities and Colleges;

2. The applicant must hold a technical position (for those in operations) or a supervisory position, or provide guidance to technical/support to technical personnel;

3. The applicant spends at least fifty percent (50%) of his/her official time performing R&D (for technical personnel) or performing supervisory functions to support technical personnel;

4. The applicant must be a holder of a Career Service eligibility or an eligibility from the Professional Regulatory Commission; and

5. Other relevant criteria deemed necessary for the screening, evaluation or requirements for the purpose.

b. Assist the DOE Screening Committee-Executive Level in the screening/evaluation of requests for hazard benefits, which are filed separately by employees who were granted COEs;

c. Undertake research/complete staff work, and prepare the relevant criteria and submit to the DOE Screening Committee their evaluation/recommendations, taking into consideration the DOST-wide provisions of benefits;

d. Prepare the documentation and submission to the DOE Screening Committee/DOE Secretary and handle the database of employee records for tracking and monitoring; and

e. Perform other related tasks that may be assigned from time to time.

3. Screening Sub-Committee at the Bureau/Service Level:

a. Identify and list the activities of the Bureau/Service that can be classified under the groups considered as STAs in accordance with the Magna Carta and its IRR ("Qualified Activities");

b. Based on the list of Qualified Activities, prepare the necessary documentary requirements for the pre-evaluation of the qualifications of their employees;

c. Disapprove or deny and/or endorse an employee/s request for COE;

d. Prepare the complete supporting documents for the DOE Screening Committee's further screening/evaluation/action, ensuring that all must be properly indexed and compiled accordingly per person/employee;

e. Include the estimated claims in the annual budgetary plans and programs of the respective Bureau/Service to ensure availability/certification of funds availability; and

f. Submit all the above documents properly indexed to the DOE Screening Committee through a memo.

SECTION IV
OTHER PROVISIONS

The above offices/members identified above shall have a term of three (3) years, except for the DOE-EA in view of their appointment through a General Assembly process.

These offices/members shall continue to perform their regular functions according to their respective mandates.

In case of retirement, resignation, or separation from service, he/she shall be automatically replaced by the person appointed or designated to the vacant position to continue the conduct of the Committee's functions.

To ensure effective conduct of screening and evaluation, the BD shall provide the corresponding budget for the meetings, research/studies, coordination activities, and travel allowances/expenses, as may be necessary.

The DOE Screening Committee-Executive Level and the TWG/Secretariat shall hold quarterly meetings or more frequently when necessary.

This DO shall take effect immediately upon signing and shall remain in force unless revoked or modified.

Issued this JUL 02 2025 at the DOE, Energy Center, Rizal Drive corner 34th Street, Bonifacio Global City, Taguig City.

ATTY. SHARON S. GARIN
Officer-in-Charge