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

BAGONG PILIPINAS

DEPARTMENT ORDER NO. DO2025-07-0012

GUIDELINES ON THE OPERATIONALIZATION OF ADDITIONAL DIVISIONS IN THE FIELD OFFICES

WHEREAS, Republic Act (RA) No. 7638, as amended, otherwise known as the "Department of Energy Act of 1992," declares the policy of the State to ensure a continuous, adequate, and economic supply of energy through judicious conservation, renewal, and efficient utilization of energy to support national development goals;

WHEREAS, under Section 8 (d) of RA No. 7638, as amended, the Secretary of Energy is empowered to create regional offices and such other service units and divisions as may be necessary, while Section 12 of the same Act authorizes, with the approval of the President, the reorganization, restructuring, and redefinition of the functions of the bureaus and services of the Department for the effective discharge of its powers and functions;

WHEREAS, Administrative Order No. 38, series of 2002, which was issued to implement institutional strengthening of the Department of Energy (DOE), explicitly provides under Section 3 (d) (ii) that the Luzon, Visayas, and Mindanao Field Offices (FO) shall serve as the immediate representatives of the Department for the implementation of its policies, plans, programs, and regulations in their respective areas of operation;

WHEREAS, although denominated as "Field Offices" under the Department's internal structure, such offices perform the role of "Regional Offices" within the contemplation of Book IV, Chapter 5, Section 24 of Executive Order (EO) No. 292, s. 1987, or the "Administrative Code of 1987," which grants functional supervision to the departments over their regional offices, including authority to set and enforce standards, policies, and procedures;

WHEREAS, Sections 6 and 7(3), Book IV, Chapter 2 of EO No. 292, s. 1987, grant the Secretary supervision and control over the Department, including the authority to issue orders necessary to carry out its functions, objectives, and ensure organizational efficiency;

WHEREAS, Department Order (DO) No. DO2018-03-004 was promulgated to operationalize the devolution of technical and general functions to the FOs in accordance with the principles of decentralization, closer engagement with local stakeholders, and the need to strengthen regional presence;

WHEREAS, to meet the demands of a growing energy sector and in support of the Bagong Pilipinas governance framework, there is an urgent need to restructure and strengthen the FOs to optimize regional energy governance and ensure equitable service delivery;

WHEREAS, pursuant to the approval of the Department of Budget and Management of additional manpower support, each FO shall now consist of the following four (4) core technical divisions: Energy Resource Development Division (ERDD), Energy Utilization and Management Division (EUMD), Oil Industry Management Division (OIMD), and Electric Power Industry Management Division (EPIMD);

WHEREAS, this restructuring aims to enable each FO to function as a regional implementing arm with sector-specific expertise and accountability to execute policies, plans, and programs, monitor local compliance, and provide stakeholder support; and

WHEREAS, the successful operationalization of these divisions requires structured personnel movement, capacity development, financial support, and clear delegation of authority.

NOW, THEREFORE, for and in consideration of the foregoing premises, the following is hereby ordered:

Section 1. Structure and Functional Responsibilities of FO Divisions. The FOs shall be composed of four (4) divisions and perform the following responsibilities:

a. The ERDD shall implement regional policies, plans, programs, and regulations of the Department related to the exploration, development, production, and utilization of indigenous coal, petroleum, nuclear, mineral, and renewable energy resources, including market development, promotion, and commercialization of such resources and related emerging technologies.

b. The EUMD shall implement regional policies, plans, programs, and regulations of the Department on energy efficiency and conservation, and the development, promotion, and utilization of electric vehicles, alternative fuels, and other emerging energy technologies.

c. The OIMD shall implement regional policies, plans, programs, and regulations of the Department related to the monitoring of developments in the downstream oil industry and shall ensure compliance with quality and quantity of petroleum products and standards of petroleum products facilities, with due regard to the environment and sustainable development.

d. The EPIMD shall implement regional policies, plans, programs, and regulations of the Department pertaining to the electric power industry to ensure the provision of adequate, efficient, and reliable supply of electricity service, while closely monitoring industry developments, with due regard to the environment and sustainable development.

Section 2. Designation of Officers-in-Charge (OIC). Upon the effectivity of this DO, and in the absence of a duly appointed Division Chief and/or Supervising SRS, the Director of the concerned FO shall nominate an OIC for each such division within their jurisdiction.

2.1. The nomination shall be duly endorsed to the Supervising Undersecretary/Assistant Secretary for FOs, in coordination with the Administrative Services (AS) Director and Undersecretary for AS, for evaluation and recommendation to the Office of the Secretary.

2.2. The designation shall be effective for a period not more than one (1) year, or until sooner revoked by the Secretary or any competent authority, or until a qualified personnel is appointed to the position.

2.3. The designation shall be made strictly in accordance with applicable laws, rules, and regulations of the Civil Service Commission (CSC), and must be anchored on the approved succession plan for the concerned division.

2.4. During the effectivity of the designation, the performance of the OICs shall be subject to regular monitoring and evaluation by the FO Director and the Supervising Undersecretary/Assistant Secretary for FOs, based on the following criteria: demonstrated leadership ability, execution of assigned deliverables, effectiveness in team management, and measurable contributions to the attainment of the Department's strategic goals. The designated OICs shall be responsible for:

a. Operational startup and administrative setup of their division;

b. Supervising initial staffing and resource planning; and

c. Coordinating with Central Office bureaus on policies and protocols.

2.5. The performance of designated OICs shall be evaluated using the 360-degree Performance Evaluation Tool. The results shall be considered during the evaluation and selection process for promotion.

2.6. The designated OICs shall be prioritized in nominations for leadership programs/trainings duly facilitated by the CSC, CSC-Accredited Training Institutions, and/or the Learning and Development Section of the Human Resource Management Division (HRMD).

Section 3. Powers and Functions of the Supervising Undersecretary/Assistant Secretary for FOs. The Supervising Undersecretary/Assistant Secretary for FOs shall be the overall authority responsible for the direction, supervision, coordination, and performance evaluation of all FOs.

The Supervising Undersecretary/Assistant Secretary shall exercise the following powers and responsibilities:

a. Formulate and issue operational policies and strategies to ensure uniformity and alignment of FO operations with the Department's goals and mandate;

b. Provide oversight in the implementation of national energy policies and regional directives;

c. Endorse designations and reassignments of FO personnel for the approval of the Secretary;

d. Approve the functional delineation and workload assignments of the newly created divisions;

e. Monitor the day-to-day operations and performance of the FOs;

f. Conduct regular meetings and field visits to evaluate implementation progress, identify issues, and provide guidance;

g. Supervise and validate compliance with Department Orders, Memoranda, and Circulars issued to FOs;

h. Review and endorse FO budget proposals, including operational and capital outlay plans;

i. Coordinate with the Financial Service (FS) to facilitate the timely release and proper utilization of funds allocated to FOs;

j. Initiate and oversee the development of training programs for FO personnel in coordination with the HRMD;

k. Recommend structural and process improvements for efficient and sustainable FO operations;

l. Submit quarterly performance and compliance reports to the Secretary, highlighting achievements, challenges, and recommended interventions;

m. Establish performance indicators and metrics in collaboration with the Performance Management Team; and

n. Perform other functions as may be assigned.

Section 4. Prioritization of Publication/Posting and Filling-up of Vacant Positions. In the interest of expediting Recruitment, Selection, and Placement (RSP) and ensuring efficient manpower distribution, the filling up of vacant positions shall be guided by the following:

4.1. All FOs shall identify priority positions for filling-up and submit the necessary documents to the HRMD, such as the Vacant Position Information Form (VPIF) and the Priority Positions for Posting Form.

4.2. The filling-up of vacant position shall strictly adhere to the DOE Merit Selection Plan (MSP) and applicable laws, rules, and regulations of the CSC.

4.3. Existing qualified FO permanent employees, Contract of Service (COS) workers, and outsourced workforce personnel with relevant competencies

and experience shall be considered in the filling-up of vacant positions, subject to the usual DOE application guidelines, the existing DOE MSP, and applicable laws, rules, and regulations of the CSC.

Section 5. Financial and Administrative Support. The funds necessary for the implementation of this DO shall be charged against the appropriate funding sources identified by the FS, subject to the availability of funds and relevant budgeting, accounting, and auditing rules and regulations. Thereafter, the subsequent funding requirements for this purpose shall be included in the budget proposal of the concerned FO, subject to the usual budget preparation process.

The FO Directors, in coordination with the AS, shall identify and consolidate the administrative support requirements necessary to sustain operations and ensure uninterrupted delivery of services.

Section 6. Separability. Should any section or provision of this DO be declared invalid or unconstitutional, the other parts or provisions that are not affected, shall remain in force and in effect.

Section 7. Repeal. All issuances, rules, and regulations, or parts thereof, which are inconsistent with the provisions of this DO are hereby deemed repealed, amended, or modified accordingly.

Section 8. Effectivity. This DO shall take effect immediately upon signing and shall remain in force unless revoked by the undersigned or competent authority.

Issued this JUL 15 2025 at the DOE, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City.

ATTY. SHARON S. GARIN
Secretary