



**Energy Efficiency and Conservation Program Management
and Technology Promotion Division (EPMPD)
External Services**



1. EUMB-EPMPD01 Issuance of Certificate for Certified Energy Auditor (CEA)

Process on the Certification of Energy Auditors under Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

Certified Energy Auditor (CEA) are individuals who evaluates energy consumption and review current energy cost to determine appropriate intervention measures and efficiency projects in which energy can be judiciously and efficiently used to achieve savings.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)																
Classification:	Complex																
Type of Transaction:	G2B (Government to Business)																
Who may avail:	Energy Auditors who satisfies the requirements under the Department Circular DC2022-03-0006.																
Operating Hours:	8:00 AM - 5:00 PM																
Statute:	R.A 11285 also know as the Energy Efficiency and Conservation Act																
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Duly Accomplished CEA Application Form (Annex B) (1) Electronic Copy</td><td>Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Form are already integrated at https://epar.doe.gov.ph</i> </td></tr> <tr> <td>2. Certified True Copy of Professional Regulatory Commission (PRC) License (if applicable). (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Certified authenticated license issued by the PRC. if applicable only as per DC2022-03-0006</i> </td></tr> <tr> <td>3. Original Copy of Proof of Experience duly certified by the human resource management head or similar office (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Certified True Copy of Diploma and/or Transcript of Records. (1) Electronic Copy</td><td>Applicant / Client</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Duly Accomplished CEA Application Form (Annex B) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	<i>Remarks:</i> <i>Form are already integrated at https://epar.doe.gov.ph</i>		2. Certified True Copy of Professional Regulatory Commission (PRC) License (if applicable). (1) Electronic Copy	Applicant / Client	<i>Remarks:</i> <i>Certified authenticated license issued by the PRC. if applicable only as per DC2022-03-0006</i>		3. Original Copy of Proof of Experience duly certified by the human resource management head or similar office (1) Electronic Copy	Applicant / Client	4. Certified True Copy of Diploma and/or Transcript of Records. (1) Electronic Copy	Applicant / Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																
For Standard Requirement																	
1. Duly Accomplished CEA Application Form (Annex B) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)																
<i>Remarks:</i> <i>Form are already integrated at https://epar.doe.gov.ph</i>																	
2. Certified True Copy of Professional Regulatory Commission (PRC) License (if applicable). (1) Electronic Copy	Applicant / Client																
<i>Remarks:</i> <i>Certified authenticated license issued by the PRC. if applicable only as per DC2022-03-0006</i>																	
3. Original Copy of Proof of Experience duly certified by the human resource management head or similar office (1) Electronic Copy	Applicant / Client																
4. Certified True Copy of Diploma and/or Transcript of Records. (1) Electronic Copy	Applicant / Client																



Remarks:

Certified authenticated school records issued by the respective educational institution.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the Energy Efficiency Portal for Applications and Registrations (EPAR) Location: Energy Efficiency Portal for Applications and Registrations (EPAR) https://epar.doe.gov.ph Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements Section 9 of Department Circular No. DC2022-03-0006 "Adoption of Training Regulations Certification Process for Energy Auditors (EAs)".	1.1. Conduct of technical evaluation on the complete and accepted application.	None	2 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 1000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the		1 working day/s	Project Evaluation



at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: <i>The applicant must upload/submit their proof of payment through the Energy Efficiency Portal for Applications and Registrations (EPAR) https://epar.doe.gov.ph and email the proof of payment to coms@doe.gov.ph</i> <i>The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment.</i> <i>Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.</i>	application for endorsement of Chief Science Research Specialist to the Office of the Director	Total: PHP 1000		Specialist, Science Research Specialist, Chief Science Research Specialist ; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	2.3. Approval of the e-certificate and letter of compliance by the EUMB Director.		1 working day/s	• Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through EPAR		1 working day/s	• Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment of the Application fee of Php 1,000 shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 7 working day/s		



Total Processing Fee:	Total Standard Fee: PHP 1000
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2. EUMB-EPMPD02 Issuance of Certificate for Certified Energy Conservation Officer (CECO)

Process on the Certification of Energy Conservation Officers under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

Certified Energy Conservation Officers (CECO) are individuals who demonstrates high levels of experience, competence, proficiency, and ethical fitness in the energy management profession, and who shall support Certified Energy Manager for the supervision and maintenance of the facilities of Type 1, Type 2 and Type 3 Designated Establishments for the proper management of energy consumption.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Energy Conservation Officers who satisfies the requirements under the Department Circular DC2022-03-0007.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished CECO Application Form (Annex A) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form are already integrated at https://epar.doe.gov.ph</i>		
2. Copy of Sworn Statement of the applicant in discharging functions of Energy Conservation Officer (Annex B) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form are already integrated at https://epar.doe.gov.ph</i>		
3. Copy of Endorsement Letter from the head of a Type 1, Type 2 and Type 3 Designated Establishment		Applicant / Client



(1) Electronic Copy				
<i>Remarks:</i> <i>Letter should have the following information:</i> a. Company Header b. Complete name of applicant c. Position/Designation of applicant Signed by company head/president or any delegated official that has the authority to sign on behalf of the company head/president				
4. Certified True Copy of any academic credentials and for graduates of K-12 Academic Track of Science, Technology, Engineering, and Mathematics (STEM), Transcript of Records and/or Diploma. (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>Certified authenticated school records issued by the respective educational institution.</i>				
5. Copy of Seminar/Training Programs attended related to Energy Management or handling of facilities (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the Energy Efficiency Portal for Applications and Registrations (EPAR) Location: Energy Efficiency Portal for Applications and Registrations (EPAR) https://epar.doe.gov.ph Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements of Section 6 of	1.1. Conduct of technical evaluation on the complete and accepted application.	None	2 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)



Department Circular No. DC2022-03-0007 "Adoption of Training Regulations Certification for Energy Conservation Officers (ECOs)".	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment through the Energy Efficiency Portal for Applications and Registrations (EPAR) https://epar.doe.gov.ph and email the proof of payment to coms@doe.gov.ph The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 1000 Total: PHP 1000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director.		1 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	2.3. Approval of the e-certificate by the EUMB Director.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through EPAR		1 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and



day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.				Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment of the Application fee of Php 1,000 shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1000		



3. EUMB-EPMPD03 Issuance of Certificate for Certified Energy Manager (CEM)

ISO 9001:2015 Certified

Process on the Certification of Energy Managers under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

Certified Energy Managers (CEM) are individuals who demonstrates high levels of experience, competence, proficiency, and ethical fitness in the energy management profession, and who shall be chosen by a Type 1, Type 2 and Type 3 designated establishments to plan, lead, manage, coordinate, monitor, and evaluate the implementation of sustainable energy management within their organizations.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Energy Managers who satisfies the requirements under the Department Circular DC2022-03-0008.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished CEM Application Form (Annex E) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division
<i>Remarks:</i> <i>Form are already integrated at https://epar.doe.gov.ph</i>		
2. Copy of Sworn Statement of the applicant in discharging functions of Energy Manager (Annex F) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division
<i>Remarks:</i> <i>Form are already integrated at https://epar.doe.gov.ph</i>		



3. Certified True Copy of Professional Regulatory Commission (PRC) License (if applicable). (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Certified authenticated license issued by the PRC. If applicable as per DC2022-03-0008</i>				
4. Certified True Copy of Diploma and Transcript of Records. (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Certified authenticated school records issued by the respective educational institution.</i>				
5. copy of Endorsement Letter from the head of a Type 1, Type 2 and Type 3 Designated Establishment (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Letter should include the following information:</i> <i>1. Company Header</i> <i>2. Complete name of applicant</i> <i>3. Position/Designation of applicant Signed by company head/president or any delegated official that has the authority to sign on behalf of the company head/president</i>				
6. Copy of Proof of Experience duly certified by the human resource management head or similar office. (1) Electronic Copy			Applicant / Client	
7. Copy of Specialized and/or refresher training from Recognized Training Institution (RTI) (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the Energy Efficiency Portal for Applications and Registrations (EPAR) Location: Energy Efficiency Portal for Applications and Registrations	1.1. Conduct of technical evaluation on the complete and accepted application.	None	2 working day/s	• Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program



(EPAR) https://epar.doe.gov.ph Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements of Section 8 of Department Circular No. DC2022-03-0008 "Adoption of Training Regulations Certification for Energy Managers (EMs)".				Management and Technology Promotion Division (EPMPD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment through the Energy Efficiency Portal for Applications and Registrations (EPAR) https://epar.doe.gov.ph	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 1000 Total: PHP 1000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director		2 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	2.3. Approval of the e-certificate by the EUMB Director.		1 working day/s	Director; Energy Utilization Management



h and email the proof of payment to coms@doe.gov.ph The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.2	2.4. EPMPD to notify applicant on the approval of their application through EPAR		1 working day/s	nt Bureau (EUMB) Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment for the Application fee of Php 1,000 shall be provided after the Technical Evaluation				
Total Processing Time:	Working Days: 8 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 1000			



4. EUMB-EPMPD04 Issuance of Certificate for Registered Energy Service Company (ESCO)

Process on the Certification of Energy Service Companies under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

Section 53 of the EEC IRR directs the DOE to develop guidelines for ESCOs which shall include among others, certification requirements, review and evaluation process, and the classification of ESCOs and states that ESCOs applying for certification must demonstrate their technical and managerial competence to design and implement energy efficiency projects, including energy audits, design engineering, providing or arranging project financing, construction management, operations and maintenance of energy efficient technologies, and verifying energy savings.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Energy Service Companies who satisfies the requirements under the Department Circular DC2020-09-0018	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished ESCO Application Assurances Form (Annex A) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/ESCO_Downloads		
2. Certified True Copy of the Documents on Corporate Personality (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>For sole proprietorship entity, the following documents are required:</i> <i>i. One (1) copy of Business registration</i> <i>ii. One (1) copy of Business permit</i>		



For corporate, partnership and joint venture entities, the following are the requirements, as applicable: i. One (1) copy of Business registration ii. One (1) copy of Business permit iii. One (1) copy of SEC registration iv. One (1) copy of Articles of incorporation				
3. Duly accomplished Company Profile/Background (Annex B) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)		
Remarks: Form can be secured from the DOE website or through this link: https://bit.ly/ESCO_Downloads				
4. Copy of Company Ownership/ Management which includes list of names of officers, personnel and their position in the company including energy auditors, and the organizational structure (Annex C) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)		
Remarks: Form can be secured from the DOE website or through this link: https://bit.ly/ESCO_Downloads				
5. Duly accomplished List of Energy Audit equipment and other similar testing instruments including the date of its last calibration (Annex D) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)		
Remarks: Form can be secured from the DOE website or through this link: https://bit.ly/ESCO_Downloads				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the dedicated Application Link Location:	1.1. Conduct of technical evaluation on the complete and accepted application.	None	2 working day/s	Project Evaluation Specialist, Science Research Specialist;



Application Link https://bit.ly/ESCO_Application Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements under Section 5.1 of Department Circular No. DC2020-09-0018 "Guidelines in the Administration, Classification and Certification of Energy Service Companies (ESCO)".				Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to esco@doe.gov.ph with a copy of the Proof of Payment,	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 15000 Total: PHP 15000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director		1 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)



copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.	2.3. Approval of the e-certificate and letter of compliance by the EUMB Director.		1 working day/s	• Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through email		1 working day/s	• Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment for the Application fee of Php 15,000 shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 15000		



5. EUMB-EPMPD05 Issuance of Certificate for Certified Energy Service Company (ESCO)

Process on the Certification of Energy Service Companies under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

Section 53 of the EEC IRR directs the DOE to develop guidelines for ESCOs which shall include among others, certification requirements, review and evaluation process, and the classification of ESCOs and states that ESCOs applying for certification must demonstrate their technical and managerial competence to design and implement energy efficiency projects, including energy audits, design engineering, providing or arranging project financing, construction management, operations and maintenance of energy efficient technologies, and verifying energy savings.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Energy Service Companies who satisfies the requirements under the Department Circular DC2020-09-0018.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished ESCO Application Assurances Form (Annex A) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/ESCO_Downloads		
2. Certified True Copy of the Documents on Corporate Personality (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>For sole proprietorship entity, the following documents are required:</i> <i>i. One (1) copy of Business registration</i> <i>ii. One (1) copy of Business permit</i>		



<i>For corporate, partnership and joint venture entities, the following are the requirements, as applicable:</i> <i>i. One (1) copy of Business registration</i> <i>ii. One (1) copy of Business permit</i> <i>iii. One (1) copy of SEC registration</i> <i>iv. One (1) copy of Articles of incorporation</i>	
3. Duly accomplished Company Profile/Background (Annex B) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/ESCO_Downloads	
4. Copy of Company Ownership/ Management which includes list of names of officers, personnel and their position in the company including energy auditors, and the organizational structure (Annex C) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/ESCO_Downloads	
5. Duly accomplished List of Energy Audit equipment and other similar testing instruments including the date of its last calibration (Annex D) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/ESCO_Downloads	
6. Duly accomplished List of Energy Efficiency Projects undertaken in the last three (3) years (Annex E) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/ESCO_Downloads	



7. Copy of Audited financial statement in the last two (2) years (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the dedicated Application Link Location: Application Link https://bit.ly/ESCO_Application Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements under Section 5 of Department Circular No. DC2020-09-0018 "Guidelines in the Administration, Classification and Certification of Energy Service Companies (ESCO)".	1.1. Conduct of technical, legal and financial evaluation on the complete and accepted application simultaneously.	None	6 working day/s	- Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD) - Attorney, Legal Assistant; General Legal Services Division (GLSD) - Technical Audit Specialist; Power Compliance Division (PCD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application	1 working day/s	Administrative Officer; Treasury Division (TD)



the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to esco@doe.gov.ph with a copy of the Proof of Payment, copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director	Fee: PHP 30000 Total: PHP 30000	1 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Utilization Management Bureau (EUMB)
	2.3. Endorsement and approval of the application by the EUMB Director to the Office of the Secretary		2 working day/s	Director; Energy Utilization Management Bureau (EUMB)
	2.4. Approval of the application by the DOE Secretary		8 working day/s	Secretary; Office of the Secretary
	2.5. EPMPD to notify applicant on the approval of their application through email		1 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks				



Payment for the Application fee of Php 30,000 shall be provided after the Technical Evaluation

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 30000



6. EUMB-EPMPD06 Issuance of Certificate of Registration for Firm, Partnership, Corporation, and Sole Proprietorship (FPCS) as Certified Energy Auditors (CEA)

Process on the Certification of FPCS under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

Certified Firm, Partnership, Corporation, and Sole Proprietorship are entities certified by the DOE who has proven credibility and has demonstrated high levels of experience, competence, proficiency, and ethical fitness to conduct an energy audit.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	FPCS who satisfies the requirements under the Department Circular DC2022-04-0013	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished FPCS Application Form (Form A) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConFPCS		
2. Copy of Company Profile/Background under (Annex B) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConFPCS		



3. Copy of CVs of Energy Auditors (list of manpower dedicated for energy audits should be Certified Energy Auditors) under (Annex D) (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConFPCS				
4. Copy of List of Energy Audit equipment and other similar testing instruments and the date of its calibration under (Annex E) (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConFPCS				
5. Copy of List of Energy Audits undertaken in the last three (3) years under Annex H (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConFPCS				
6. Copy of Company Ownership/management which includes list of names of officers, personnel, and their position in the company including energy auditors, and the organizational structure (1) Electronic Copy			Applicant / Client	
7. Certified True of Copy of Audited financial statement in the last two (2) years (1) Electronic Copy			Applicant / Client	
8. Copy of Certificate of Training Completion of Energy Auditor issued by a Recognized Training Institution (RTI) (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submission of required documents to the dedicated Application Link Location: Application Link https://bit.ly/Apply_FP_CS Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements under Section 6 of Department Circular No. DC2022-04-0013 "Adoption of Certification Guidelines for Energy Audit Conducted by Firm, Partnership, Corporation, and Sole Proprietorship (FPCS)".	1.1. Conduct of technical, legal and financial evaluation on the complete and accepted application simultaneously.	None	15 working day/s	- Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD) - Attorney, Legal Assistant; General Legal Services Division (GLSD) - Technical Audit Specialist; Power Compliance Division (PCD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 10000 Total: PHP 10000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director		1 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief



the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to certifiedea@doe.gov.ph with a copy of the Proof of Payment, copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.				Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	2.3. Approval of the e-certificate and letter of compliance by the EUMB Director.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through email		1 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment for the Application fee of Php 10,000 shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 10000		



7. EUMB-EPMPD07 Issuance of Certificate for Recognized Training Institutions (RTI) for Certified Energy Auditor (CEA)

Process on the Certification of RTIs for CEA under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

RTI refers to recognized entities who complied with the requirements identified by the DOE. RTI are the only entities eligible to conduct prescribed training for CEA.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)																
Classification:	Highly Technical																
Type of Transaction:	G2B (Government to Business)																
Who may avail:	RTIs for EA who satisfies the requirements under the Department Circular DC2022-03-0006.																
Operating Hours:	8:00 AM - 5:00 PM																
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act																
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Duly Accomplished RTI Application Form (Annex E) (1) Electronic Copy</td><td>Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConCEA </td></tr> <tr> <td>2. Certified True Copy of Documents on Corporate Personality (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Copy of Proof of ownership/lease of an actual training facility/building (1) Electronic Copy</td><td>Applicant / Client</td></tr> <tr> <td>5. Copy of List of equipment/ machineries and other instructional materials, whether owned or leased</td><td>Applicant / Client</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Duly Accomplished RTI Application Form (Annex E) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConCEA		2. Certified True Copy of Documents on Corporate Personality (1) Electronic Copy	Applicant / Client	3. Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position (1) Electronic Copy	Applicant / Client	4. Copy of Proof of ownership/lease of an actual training facility/building (1) Electronic Copy	Applicant / Client	5. Copy of List of equipment/ machineries and other instructional materials, whether owned or leased	Applicant / Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																
For Standard Requirement																	
1. Duly Accomplished RTI Application Form (Annex E) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)																
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link:</i> https://bit.ly/DOE_DConCEA																	
2. Certified True Copy of Documents on Corporate Personality (1) Electronic Copy	Applicant / Client																
3. Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position (1) Electronic Copy	Applicant / Client																
4. Copy of Proof of ownership/lease of an actual training facility/building (1) Electronic Copy	Applicant / Client																
5. Copy of List of equipment/ machineries and other instructional materials, whether owned or leased	Applicant / Client																



(1) Electronic Copy				
6. Certified True Copy of Business Registration (1) Electronic Copy			Applicant / Client	
7. Certified True Copy of Business Permit (1) Electronic Copy			Applicant / Client	
8. Copy of List of Lecturers/ Instructors with CVs/PRC License (if applicable) (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>If applicable as per DC2022-03-0006</i>				
9. Copy of List of trainings provided (1) Electronic Copy			Applicant / Client	
10. Original Copy of Training Plan for CEA with corresponding number of days and fees (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the dedicated Application Link Location: Application Link https://bit.ly/Apply_RT1 Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements Section 10 of Department Circular No. DC2022-03-0006 "Adoption of Training Regulations Certification Process for Energy Auditors (EAs)".	1.1. Conduct of technical evaluation on the complete and accepted application.	None	15 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)



2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to certifiedea@doe.gov.ph with a copy of the Proof of Payment, copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 10000 Total: PHP 10000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director		1 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	2.3. Approval of the e-certificate and letter of compliance by the EUMB Director.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through email		1 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology



(10) working days, the EPMPD will nullify their application on the 10th day.				Promotion Division (EPMPD)
General Remarks Payment for the Application fee of Php 10,000 shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 10000		



8. EUMB-EPMPD08 Issuance of Issuance of Certificate for Recognized Training Institutions (RTI) for Certified Energy Manager (CEM)

Process on the Certification of RTIs for CEM under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	RTIs for CEM who satisfies the requirements under the Department Circular DC2022-03-0008.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly Accomplished RTI Application Form (Annex B) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> Form can be secured from the DOE website or through this link: https://bit.ly/DOE_DConCEM		
2. Certified True Copy of Documents on Corporate Personality (1) Electronic Copy		Applicant / Client
3. Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position (1) Electronic Copy		Applicant / Client
4. Copy of Proof of ownership/lease of an actual training facility/building (1) Electronic Copy		Applicant / Client
5. Copy of List of equipment/machineries and other instructional materials, whether owned or leased (1) Electronic Copy		Applicant / Client



6. Certified True Copy of Business Registration (1) Electronic Copy			Applicant / Client	
7. Certified True Copy of Business Permit (1) Electronic Copy			Applicant / Client	
8. Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable) (1) Electronic Copy			Applicant / Client	
Remarks: If applicable as per DC2022-03-0008				
9. Copy of List of trainings provided (1) Electronic Copy			Applicant / Client	
10. Copy of Training Plan for CEM with corresponding number of days and fees (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the dedicated Application Link Location: Application Link https://bit.ly/Apply_RTI Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements Section 5 of Department Circular No. DC2022-03-0008 "Adoption of Training Regulations Certification for Energy Managers (EMs)".	1.1. Conduct of technical evaluation on the complete and accepted application.	None	15 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	1.2. Issuance of Order of Payment		1 working day/s	Accounting Staff; Accounting Division (AD)



2. Payment of the application fee Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to certifiedem@doe.gov.ph with a copy of the Proof of Payment, copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 10000 Total: PHP 10000	1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director		1 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
	2.3. Approval of the e-certificate and letter of compliance by the EUMB Director.		1 working day/s	Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through email		1 working day/s	Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)

**General Remarks**

Payment for the Application fee of Php 10,000 shall be provided after the Technical Evaluation

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: PHP 10000



9. EUMB-EPMPD09 Processing of Application for the Endorsement to BOI of Energy Efficiency Projects for Fiscal Incentives

Process on the Endorsement to BOI of Energy Efficiency Projects for Fiscal Incentives under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

Section 72 of the DC2019-11-0014 (Implementing Rules and Regulations of R.A. 11285) states that to qualify for the availment of the fiscal incentives allowed under the R.A. 11285 and DC2019-11-0014, the energy efficiency (EE) project must be certified as such by the DOE and registered with the BOI.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EE Projects who satisfies the requirements under the Department Circular DC2021-05-0011.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Situational Requirement		
A. For Energy Service Company (ESCO) Initiated Project		
A.1. Original Application letter (Annex A) indicating the intent to avail of BOI incentives (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i> <i>Letter should be addressed to:</i> <i>The Director</i> <i>Energy Utilization Management Bureau</i> <i>Department of Energy Energy Center,</i> <i>Rizal Drive, Bonifacio Global City, Taguig City</i>		
A.2. Duly accomplished Application Form (Annex B) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program



	Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i>	
A.3. Copy of DOE issued Certificate of Registered ESCO or Certified ESCO (1) Electronic Copy	Applicant / Client
A.4. Copy of Energy Audit Report duly signed by a DOE Registered or Certified Energy Auditor (1) Electronic Copy	Applicant / Client
A.5. Original Project Profile (Annex C) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://de.doe.gov.ph</i>	
A.6. Copy of Project Contract or Energy Saving Performance Guarantee Contract (1) Electronic Copy	Applicant / Client
B. For TPPD/Project Special Purpose Vehicle (SPV)	
B.1. Original Copy of Application letter (Annex A) indicating the intent to avail of BOI incentives (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i> <i>Letter should be addressed to:</i> <i>The Director</i> <i>Energy Utilization Management Bureau</i> <i>Department of Energy, Energy Center,</i> <i>Rizal Drive, Bonifacio Global City, Taguig City</i>	
B.2. Duly accomplished Application Form (Annex B) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)



<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i>	
B.3. Certified True Copy of the Documents on Corporate Personality (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>For sole proprietorship entity, the following documents are required:</i> <i>i. Business registration</i> <i>ii. Business permits</i> <i>For corporate, partnership and joint venture entities, the following documents are required:</i> <i>i. Business registration</i> <i>ii. Business permits</i> <i>iii. SEC registration</i> <i>iv. Articles of incorporation</i>	
B.4. Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor (1) Electronic Copy	Applicant / Client
B.5. Copy of Project Profile (Annex C) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i>	
C. For Self-financed Projects	
C.1. Original application letter (Annex A) indicating the intent to avail of BOI incentives (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i> <i>Letter should be addressed to:</i> <i>The Director</i> <i>Energy Utilization Management Bureau</i>	



Department of Energy, Energy Center,
Rizal Drive, Bonifacio Global City, Taguig City

C.2. Duly accomplished Application Form (Annex B)
(1) Electronic Copy

Department of Energy -
Energy Efficiency and
Conservation Program
Management and Technology
Promotion Division (EPMPD)

Remarks:

Form can be secured from the DOE website <https://doe.gov.ph>

C.3. Certified True Copy of the Documents on Corporate
Personality
(1) Electronic Copy

Applicant / Client

Remarks:

For sole proprietorship entity, the following documents are required:

- i. Business registration*
- ii. Business permits*

For corporate, partnership and joint venture entities, the following documents are required:

- i. Business registration*
- ii. Business permits*
- iii. SEC registration*
- iv. Articles of incorporation*

C.4. Copy of Energy Audit Report duly signed by a
Registered or Certified Energy Auditor
(1) Electronic Copy

Applicant / Client

C.5. Duly accomplished Project Profile (Annex C)
(1) Electronic Copy

Department of Energy -
Energy Efficiency and
Conservation Program
Management and Technology
Promotion Division (EPMPD)

Remarks:

Form can be secured from the DOE website <https://doe.gov.ph>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents	1.1. Conduct of technical evaluation	None	15 working day/s	Project Evaluation



to the dedicated Email Address Location: Email Address eesip@doe.gov.ph Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements Section 7 of Department Circular No. DC2021-05-0011 "Guidelines for the Endorsement of Energy Efficiency Projects to the Board of Investments for Fiscal Incentives".	on the complete and accepted application.			Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to to eesip@doe.gov.ph	1.2. Issuance of Order of Payment	Possible Fees Breakdown: Simple EE Project Application Fee: PHP 15000 Complex EE Project Application Fee: PHP 25000	1 working day/s	Accounting Staff; Accounting Division (AD)
	2.1. Issuance of Official Receipt		1 working day/s	Administrative Officer; Treasury Division (TD)
	2.2. Technical Staff will finalize the application for endorsement of Chief Science Research Specialist to the Office of the Director		1 working day/s	Project Evaluation Specialist, Science Research Specialist, Chief Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)



with a copy of the Proof of Payment, copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.	2.3. Approval of the application/certificate by the EUMB Director.		1 working day/s	• Director; Energy Utilization Management Bureau (EUMB)
	2.4. EPMPD to notify applicant on the approval of their application through email		1 working day/s	• Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment for the Application fee shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees • Simple EE Project Application Fee : 15000 • Complex EE Project Application Fee : 25000				



10. EUMB-EPMPD10 Processing of Application for the Endorsement to BOI of Energy Efficiency Strategic Investments for Fiscal Incentives

Process on the Endorsement to BOI of Energy Efficiency Strategic Investments for Fiscal Incentives under the Republic Act No. 11285 also known as the Energy Efficiency and Conservation Act.

Section 72 of the DC2019-11-0014 (Implementing Rules and Regulations of R.A. 11285) states that to qualify for the availment of the fiscal incentives allowed under the R.A. 11285 and DC2019-11-0014, the energy efficiency (EE) strategic investments must be certified as such by the DOE and registered with the BOI.

Office or Division:	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	EE Projects who satisfies the requirements under the Department Circular DC2022-03-0004.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	R.A. 11285 also known as the Energy Efficiency and Conservation Act	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Original Application letter (Annex F) indicating the intent to avail of BOI incentives (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i> <i>Letter should be addressed to:</i> <i>The Director</i> <i>Energy Utilization Management Bureau</i> <i>Department of Energy, Energy Center,</i> <i>Rizal Drive, Bonifacio Global City, Taguig City</i>		
2. Duly accomplished Application Form (Annex G) (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)



<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i>	
3. Duly accomplished technical Documentation (Annex H) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<i>Remarks:</i> <i>Form can be secured from the DOE website https://doe.gov.ph</i>	
4. Financial Documentation (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>For corporations existing for more than two (2) years at the time of filing of application:</i> • <i>One (1) copy of Annual Report or Audited Financial Statements (FS) for the last two (2) years from filing date and copy of the latest unaudited FS signed by responsible official if the Audited FS is more than six (6) months old at the time of filing</i> • <i>One (1) copy of Bank Certification to substantiate cash balance as of the latest unaudited FS</i> • <i>One (1) copy of Projected Cash Flow Statement for two (2) years, showing the sources and uses of funds for the proposed Energy Efficiency (EE) Project. If Credit Line is identified as one of the sources of funds, there must be a clear indication, showing that a certain amount to be drawn is earmarked for the EE project</i> • <i>One (1) copy of latest income tax return filed with the Bureau of Internal Revenue</i> • <i>One (1) copy of List of existing and/or pending applications for projects with the DOE, including the status and cost of work commitment per project per year</i> <i>For newly organized corporation existing for less than two (2) years at the time of filing of application:</i> • <i>One (1) Copy of Audited FS or unaudited FS duly signed by the responsible official</i> • <i>One (1) Copy of Bank Certification to substantiate cash balance as of the latest unaudited FS</i> • <i>One (1) Copy of Projected Cash Flow Statement for two (2) years, showing the sources and uses of funds for the proposed Energy Efficiency (EE) Project. If Credit Line is identified as one of the sources of funds, there must be a clear indication, showing that a certain amount to be drawn is earmarked for the EE project</i> <i>For Parent Company that guarantees for corporation with insufficient working capital:</i> • <i>One (1) Copy of Parent Company's financial documents per FS and Bank Certificate</i>	



- One (1) Copy of duly notarized letter of Undertaking / Support from the Parent Company to fund the Work Program Applicants' Financial Capability (Refer to Annex A)

5. Legal Documentation
(1) Electronic Copy

Department of Energy -
Energy Efficiency and
Conservation Program
Management and Technology
Promotion Division (EPMPD)

Remarks:

Form can be secured from the DOE website <https://doe.gov.ph>

- One (1) Business Permit
- One (1) Certified true copy of the Security and Exchange Commission (SEC) Certification of Registration, Articles of Incorporation and By Laws
- One (1) Certified true copy of the General Information Sheet (GIS) stamped-received by the SEC not more than twelve (12) months old at the time of filing of application
- One (1) Original Copy of the Certificate of Authority from the Board of Directors of the proponent authorizing designated representative/s to apply and sign any documents
- Any interested party organized in a foreign country shall submit legal and financial documents, or its equivalent, issued by the appropriate governing body and duly authenticated by the Philippine consulate having appropriate jurisdiction

6. Copy of the Report on the Project Completion/
Commissioning of the Energy Efficiency Project (Annex D)
(1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of required documents to the dedicated email address Location: Email Address: eesip@doe.gov.ph Notes/Instruction: Client to submit complete and acceptable documents pursuant to the requirements	1.1. Conduct of technical, legal and financial evaluation on the complete and accepted application simultaneously.	None	6 working day/s	• Project Evaluation Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion



Section 7 of Department Circular No. DC2022-03-0004 "Guidelines for the Endorsement of Energy Efficiency Strategic Investments to the Board of Investments for Fiscal Incentives".				Division (EPMPD) • Attorney, Legal Assistant; General Legal Services Division (GLSD) • Technical Audit Specialist; Power Compliance Division (PCD)
	1.2. Issuance of Order of Payment		1 working day/s	• Accounting Staff; Accounting Division (AD)
2. Payment of the application fee either thru: (1) DOE - Over the Counter (OTC); or (2) Bank transfer to the DOE Trust Fund Account thru: a. Over the counter payment at the bank nearest to you; b. Online bank transfer; or c. Wire Transfer/Telegraphic Transfer (Bank charges shall be in the account of the payer) Location: Over-the-counter: DOE Annex Bldg., Ground Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: The applicant must upload/submit their proof of payment to eesip@doe.gov.ph	2.1. Issuance of Official Receipt	Standard Fees Breakdown: Application Fee: PHP 25000 Total: PHP 25000	1 working day/s	• Administrative Officer; Treasury Division (TD)
	2.2. Endorsement of the application to the DOE Secretary through the EUMB Director.		1 working day/s	• Director; Energy Utilization Management Bureau (EUMB)
	2.3. Approval of the Certificate by the DOE Secretary.		10 working day/s	• Secretary ; Office of the Secretary
	2.4. EPMPD to notify applicant on the		1 working day/s	• Project Evaluation



with a copy of the Proof of Payment, copy furnished coms@doe.gov.ph then accomplish this form https://bit.ly/Submit_OrderPayment to upload the Proof of Payment. The applicant is given ten (10) working days to complete their payment. The EPMPD will send a reminder on the 5th day regarding their payment. Should the applicant fail to settle the payment within ten (10) working days, the EPMPD will nullify their application on the 10th day.²	approval of their application through email			Specialist, Science Research Specialist; Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
General Remarks Payment for the Application fee of Php 25,000 shall be provided after the Technical Evaluation				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 25000		