



**Energy Efficiency and Conservation Performance Regulation
and Enforcement Division (EPRED)
External Services**



1. EUMB-EPRED01 Processing of Application for Company Registration under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

Online submission and processing of applications for Company Registration under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) are enjoined to register their company through the PELP System, in compliance with the PELP Guidelines. The use of an online platform for registration results in faster, more accessible, and more efficient public service delivery. It likewise serves as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) are enjoined to register their Company under the PELP System.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application Form for Company Registration under the PELP (1) Electronic Copy		Department of Energy (DOE) - Energy Utilization Management Bureau (EUMB) / Energy Efficiency & Conservation Performance Regulation and Enforcement Division (EPRED)
<i>Remarks:</i> 1. The online template form can be accessed through the PELP System at https://pelp.eumb.ph as part of the registration process.		
2. Undertaking to Abide by the Terms and Conditions of the PELP (1) Certified True Copy		Department of Energy (DOE) - Energy Utilization Management Bureau (EUMB) / Energy Efficiency & Conservation Performance



Regulation and Enforcement Division (EPRED)	
<i>Remarks:</i> <i>The template form is available at the PELP System during Company Registration</i> <i>Please include supporting documents such as the Board Resolution and the Secretary Certificate.</i> <i>Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following:</i> <i>President/General Manager or Equivalent position</i> <i>PELP Compliance Representative (PCR)</i> <i>PELP Assistant Compliance Representative (PACR)</i> <i>Note: For online submission, each document file for uploading must not exceed 10 MB.</i>	
3. Authorization Letter of PELP Compliance Representative (PCR) and PELP Assistant Compliance Representative (PACR) (1) Certified True Copy	Department of Energy (DOE) - Energy Utilization Management Bureau (EUMB) / Energy Efficiency & Conservation Performance Regulation and Enforcement Division (EPRED)
<i>Remarks:</i> <i>The template form is available at the PELP System during Company Registration</i> <i>Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following:</i> <i>President/General Manager or Equivalent position</i> <i>PELP Compliance Representative (PCR)</i> <i>PELP Assistant Compliance Representative (PACR)</i> <i>Note: For online submission, each document file for uploading must not exceed 10 MB.</i>	
4. Permit to Operate issued by the Local Government Unit (1) Certified True Copy	Local Government Unit (LGU) - Business Permits and Licensing Office (BPLO) or Equivalent
<i>Remarks:</i> <i>The permit to operate will be issued by the local government unit (LGU) where the client is located</i> <i>Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following:</i> <i>President/General Manager or Equivalent position</i> <i>PELP Compliance Representative (PCR)</i> <i>PELP Assistant Compliance Representative (PACR)</i> <i>Note: For online submission, each document file for uploading must not exceed 10 MB.</i>	
5. Bureau of Internal Revenue (BIR) Certificate of Registration (COR) Form 2303 or Equivalent (1) Certified True Copy	Department of Finance (DOF) - Bureau of Internal Revenue (BIR)



<i>Remarks:</i> 1. Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following: ◦ President/General Manager or Equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) 2. Note: For online submission, each document file for uploading must not exceed 10 MB.	
6. Order of Payment (1) Certified True Copy	Department of Energy (DOE) - Accounting Division (AD)
<i>Remarks:</i> 1. The client requests this during the registration process on the PELP System (https://pelp.eumb.ph). 2. The Order of Payment will be sent to the client via email from AD (coms@doe.gov.ph). 3. Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following: ◦ President/General Manager or Equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) 4. Registration fee is PHP 1,600.00 <i>Note: For online submission, each document file for uploading must not exceed 10 MB.</i>	
7. Official Receipt (1) Certified True Copy	Department of Energy (DOE) - Treasury Division (TD)
<i>Remarks:</i> 1. Upon payment, the client will provide Proof of Payment to AD by sending it to coms@doe.gov.ph 2. Official Receipt will be sent to the client via email from AD (coms@doe.gov.ph) 3. Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following: ◦ President/General Manager or Equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) 4. Note: For online submission, each document file for uploading must not exceed 10 MB.	
For Situational Requirement	
A. Certified True Copy of Business Registration Documents	
Sub Situational Requirement/s	
A.a. If the client is a Sole Proprietorship	
A.a.1. Certificate of Business Name Registration issued by the Department of Trade and Industry (1) Certified True Copy	Department of Trade and Industry (DTI) - Bureau of Trade Regulation and Consumer Protection (BTRCP)



		/ Business Name Registration Division (BNRD)
<i>Remarks:</i> 1. For Sole Proprietorship, submit Certificate of Business Name Registration issued by the Department of Trade and Industry 2. Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following: ◦ President/General Manager or Equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) 3. Note: For online submission, each document file for uploading must not exceed 10 MB.		
A.b. If the client is a Corporation/Partnership		
A.b.1. Certificate of Registration, Articles of Incorporation and other documents issued by the Securities and Exchange Commission (1) Certified True Copy		Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department (CRMD)
<i>Remarks:</i> 1. For Corporation/Partnership, submit Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission 2. Include all supporting documents such as original and amended Certificates, Articles of Incorporation, By-Laws, and General Information Sheet (GIS) 3. Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following: ◦ President/General Manager or Equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) 4. Note: For online submission, each document file for uploading must not exceed 10 MB.		
A.c. If the client is a Cooperative		
A.c.1. Certificate of Registration from the Cooperative Development Authority (1) Certified True Copy		Cooperative Development Authority (CDA) - Cooperative Registration Department (CRD)



Remarks:

1. For Cooperative, submit CDA Certificate of Registration from the Cooperative Development Authority
2. Provide a Certified True Copy of all submitted copies, with the name and signature of any of the following:
 - President/General Manager or Equivalent position
 - PELP Compliance Representative (PCR)
 - PELP Assistant Compliance Representative (PACR)
3. Note: For online submission, each document file for uploading must not exceed 10 MB.

B. If the Designated and Authorized PELP Compliance Representative (PCR) and/or PELP Assistant Compliance Representative (PACR) is from a Third-Party Company

B.1. Partnership Agreement
(1) Certified True Copy

Applicant / Client

Remarks:

1. Applicable only for companies with a designated 3rd party PCR/PACR
2. Include in the Partnership Agreement the name of the Company's authorized representative/s issued by the Company President/General Manager, or equivalent position
3. Note: For online submission, each document file for uploading must not exceed 10 MB.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client fills out the online registration form, together with the documentary requirements, through the PELP System. Location: PELP System https://pelp.eum.b.ph Notes/Instruction: 1. Go to https://pelp.eum.b.ph/ and click "Register". The page will automatically redirect you to	1.1. DOE-EPRED evaluates the completeness and correctness of the Pre-Registration. Using the data submitted, the DOE-EPRED will create the Order of Payment and Billing Statement through the DOE Collection Monitoring System (COMS). COMS sends the Order of Payment to the applicant and provides a copy to Evaluator I. Upon payment of the client, the copy of the	Standard Fees Breakdown: PELP Company Registration: PHP 1600 Total: PHP 1600	30 minute/s	• PELP Evaluator I (Science Research Specialist I/ Admin VI/ Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement



the Privacy Clause Statement for the PELP Company Registration page. 2. Click Accept to proceed with the Company Registration Page. Once you have clicked Accept, select PELP ECP Company. 3. Fill in the required information for Company Pre-Registration. Only the PELP Compliance Representative (PCR) should facilitate the company's registration. Once filled up, click "I'm not a robot" and "Submit Pre-Registration". 4. The Client will receive an email from COMS (coms@doe.gov.ph) containing a copy of your billing statement and Order of Payment. Upon payment, the Client will receive a copy of the OR from coms@doe.gov.ph. 5. Upon submission of pre-registration, access to the company	Official Receipt will be sent to their registered email.		nt Division (EPRED) • Accounting Staff; Accounting Division (AD)
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registration link with a unique passcode will be sent via email from the PELP System. Upon clicking the link, the Client will be redirected to the PELP Company Registration page. Enter the provided passcode, then complete the re-CAPTCHA security and click Unlock. Then fill out or update the required fields and upload the necessary documents in the corresponding tabs. 6. To upload the required file, click the Upload File button. Please be guided that, except for the Company Logo, only PDF files are accepted. For the Company Logo, PNG and JPEG files are accepted. 7. Once all fields have been completed and all required documents have been uploaded, click Submit. Once you click Submit, you will	1.2. DOE-EPRED acknowledges the receipt of application through automated email and evaluates the completeness and correctness of the submitted documents.		1 working day/s, 7 hour/s, 30 minute/s	• Evaluator I (Science Research Specialist I/ Admin VI); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) • Evaluator II (Science Research Specialist I/ Science Research Specialist II /Senior Science Research Specialist / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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receive an automated email confirming that your application is being processed and will undergo evaluation.

8. If the evaluator has determined that information needs updating or revision, you will receive an email with an updated link and passcode. Click the link and enter the passcode to update your registration.
9. Once you have updated the information, click Submit. You will receive an email notification confirming the successful submission of your application.
10. Once the application has been approved, you will receive an automated email notification, together with your temporary company credentials. Click the link and enter your credentials in the PELP System.
11. Upon first-time login at www.pelp.eumb



.ph using the temporary credentials. A pop-up window will prompt you to update your temporary password. Enter your selected password, then click Save Password. Once the password has been changed, you may now proceed to register your product in the PELP System.				
Note: If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through email and requests the submission of the required documents and/or data. Document resubmission will automatically reset the current processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular	1.3. If evaluated as complete and correct, DOE-EPRED shall approve the Application and include the company in the PELP Company Registry. DOE-EPRED notifies the applicant with the approval of the application together with the temporary credentials for their PELP Account through email.		1 working day/s	• PELP Evaluator III (Chief Science Research Specialist/ Officer-In-Charge); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



DC2020-06-0015, “Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECP).”				
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 1600		



2. EUMB-EPRED02 Application for Recognition of Testing Laboratory (RTL) under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

Online submission and processing of the application for Recognition of Testing Laboratory (RTL) under the Philippine Energy Labeling Program. DOE-RTLs will serve as support infrastructures to facilitate energy performance verification testing of energy-consuming products. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)										
Classification:	Highly Technical										
Type of Transaction:	G2B (Government to Business)										
Who may avail:	Testing Laboratories that conduct energy performance testing of Energy Consuming Products covered under the Philippine Energy Labeling Program (PELP) may apply for recognition under the PELP.										
Operating Hours:	8:00 AM - 5:00 PM										
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2022-03-0005, "Guidelines for the Recognition of testing Laboratories for the Examination, Testing, and Verification of the Energy Efficiency of Energy-Consuming Products (ECPs) and the Fuel Efficiency of Transport Vehicles, including the Issuance of Certificate of Endorsement to the Board of Investment (BOI) for Fiscal Incentives".										
<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 Recognition of Testing Laboratory Registration Form (1) Original Copy</td><td>Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)</td></tr> <tr> <td colspan="2"> Remarks: 1. Template Form available at the DOE Website: https://www.doe.gov.ph </td></tr> <tr> <td>2. Affidavit of Undertaking to Abide by the terms and conditions for the recognition of testing laboratory. (1) Original Copy</td><td>Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Duly accomplished Recognition of Testing Laboratory Registration Form (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	Remarks: 1. Template Form available at the DOE Website: https://www.doe.gov.ph		2. Affidavit of Undertaking to Abide by the terms and conditions for the recognition of testing laboratory. (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE										
For Standard Requirement											
1. Duly accomplished Recognition of Testing Laboratory Registration Form (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)										
Remarks: 1. Template Form available at the DOE Website: https://www.doe.gov.ph											
2. Affidavit of Undertaking to Abide by the terms and conditions for the recognition of testing laboratory. (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)										



<i>Remarks:</i> 1. Template Form is available on the DOE Website: https://www.doe.gov.ph, and in the annexes of Department Circular No. DC2022-03-0005	
3. Letter of Authorization of representative (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
<i>Remarks:</i> 1. The Template Form is available on the DOE Website: https://www.doe.gov.ph, and in the annexes of Department Circular No. DC2022-03-0005)	
4. Location map (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
<i>Remarks:</i> 1. The Template Form is available on the DOE Website: https://www.doe.gov.ph, and in the annexes of Department Circular No. DC2022-03-0005)	
5. Organizational Chart (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
<i>Remarks:</i> 1. The Template Form is available on the DOE Website: https://www.doe.gov.ph, and in the annexes of Department Circular No. DC2022-03-0005)	
6. List of personnel and competencies, including training certificates (1) Original Copy	Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
<i>Remarks:</i> 1. The Template Form is available on the DOE Website: https://www.doe.gov.ph, and in the annexes of Department Circular No. DC2022-03-0005)	



7. List of equipment, manuals of procedures and reference materials (1) Original Copy		Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)		
<i>Remarks:</i> 1. The Template Form is available on the DOE Website: https://www.doe.gov.ph , and in the annexes of Department Circular No. DC2022-03-0005)				
8. Business permit (1) Certified True Copy		Local Government Unit (LGU) - Business Permits and Licensing Office (BPLO)		
<i>Remarks:</i> 1. The permit to operate will be issued by the local government unit (LGU) where the client is located.				
9. Bureau of Internal Revenue (BIR) Certificate of Registration (COR) Form 2303 or Equivalent (1) Certified True Copy		Department of Finance (DOF) - Bureau of Internal Revenue (BIR)		
10. PAB Accreditation Certificate or proof of ongoing application for PAB accreditation (1) Certified True Copy		Department of Trade and Industry (DTI) - Philippine Accreditation Bureau (PAB)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits accomplished application form and other requirements specified in the checklist Location: Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED), 3rd floor, Annex Building Notes/Instruction:	1.1. The DOE-EPRED acknowledges the receipt of application through email. DOE-EPRED shall determine the completeness of the application documents and informs the applicant of the result of the evaluation through email.	None	1 working day/s	Evaluator II (Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist); Energy Efficiency and Conservation Performance Regulation and



1. Checklist: ◦ Billing Statement /Order of Payment ◦ Proof of Payment/ Official Receipt ◦ Affidavit of Undertaking to Abide by the terms and conditions for the recognition of testing laboratory. ◦ Letter of Authorization of a representative ◦ Location map ◦ Organizational Chart ◦ List of personnel and competencies, including training certificates ◦ List of equipment , manuals of procedures, and reference materials				Enforcement Division (EPRED)
Note: • <i>If the submitted documents are incomplete or inaccurate, the DOE-EPRED</i>	1.2. DOE-EPRED shall inform the applicant to proceed with the payment process.		7 hour/s, 30 minute/s	• Evaluator I (Science Research Specialist I / Admin VI); Energy Efficiency and Conservati



notifies the applicant through email and requests the resubmission of the required documents and/or data. Document resubmission will automatically reset the current processing time, and the application will be subjected to re-evaluation as stated in the process flow in Department Circular No. DC2022-03-0005 - Guidelines for the Recognition of Testing Laboratories for the Examination, Testing & Verification of the Energy Efficiency of Energy-Consuming Products (ECPs) & the Fuel Efficiency of Transport Vehicles, Including the Issuance of Certificate of Endorsement to the Board of Investments (BOI) for Fiscal Incentives	1.3. The DOE issues the Order of Payment to the applicant through e-mail		30 minute/s	on Performance Regulation and Enforcement Division (EPRED) Accounting Staff; Accounting Division (AD)
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2. Applicant pays the corresponding amount indicated in the Order of Payment (OoP) Location: Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED), 3rd floor, Annex Building	2. The DOE issues the Official Receipt to the applicant through e-mail	Standard Fees Breakdown: Application for Recognition of Testing Laboratory under the Philippine Energy Labeling Program (PELP): PHP 20000 Total: PHP 20000	30 minute/s	Collecting Officer; Treasury Division (TD)
3. Applicant submits the OoP and Official Receipt to DOE-EPRED Location: Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED), 3rd floor, Annex Building	3. DOE-EPRED verifies the payment and schedules the on-site assessment of the testing facility.	None	7 hour/s, 30 minute/s	Evaluator I (Science Research Specialist I / Admin VI); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
4. Applicant confirms the schedule of the on-site inspection Location: Department of Energy (DOE) - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED), 3rd floor, Annex Building Notes/Instruction:	4.1. The Assessment Team proceeds to the testing facility on the agreed schedule to conduct an on-site inspection.	None	15 working day/s	EPRED RTL Assessment Team (Chief Science Research Specialist, or assigned Officer-in-Charge / Supervising Science Research Specialist/ Senior



Note: <i>If the submitted documents are incomplete or inaccurate, the DOE-EPRED notifies the applicant through the PELP System and requests the resubmission of the required documents and/or data. Document resubmission will automatically reset the current processing time, and the application will be subjected to re-evaluation as stated in the process flow in the Department Circular No. DC2022-03-0005 - Guidelines for the Recognition of Testing Laboratories for the Examination, Testing & Verification of the Energy Efficiency of Energy-Consuming Products (ECPs) & the Fuel Efficiency of Transport Vehicles, Including the Issuance of Certificate of</i>			Science Research Specialist/ Science Research Specialist II, Science Research Specialist I; Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) DOE Laboratory Technical Experts; Lighting and Appliance Testing Division (LATD)
	4.2. EUMB Director issues the Certificate of Recognition or disapproves the	1 working day/s	EUMB Director; EUMB, Office of



Endorsement to the Board of Investments (BOI) for Fiscal Incentives If the applicant failed to meet the requirements/ standards, DOE-EPRED informs the applicant, through email, of the deficiency or non-conformity for appropriate corrective action. If assessed as compliant, the DOE-EPRED shall recommend the recognition of the testing facility to the EUMB Director. Resubmission of documents will automatically reset the processing time and the application will be subjected to re-evaluation.	application based on the findings and recommendation from the DOE-RTL Assessment Team.			the Director
	4.3. DOE-EPRED notifies the applicant through email of the result of the application.		1 working day/s	Science Research Specialist I / Science Research Specialist II / Senior Science Research Specialist; Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
General Remarks Note: Payment of fees is applicable during the application process. Please keep your Official Receipt after payment.				
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 20000			



3. EUMB-EPRED03 Request for PELP Product Credits

The PELP Product Credit feature in the PELP System is a prepaid credit mechanism implemented for product registration. Clients must maintain sufficient PELP Product Credits in their accounts before submitting applications through the system.

One (1) PELP Credit is automatically deducted for every successful submission of the Product Registration/Request for Update

The PELP Credit system ensures streamlined application processing and serves as the payment mechanism for transactions within the PELP System.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) that will register their product models through the PELP System.			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2020-06-0015, “Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)”.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
No Requirements Needed				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Client must log in to the PELP System Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Log in to https://pelp.eum	1.1. DOE-EPRED evaluates the completeness and correctness of the requested PELP Product Credit and accomplishes the Order of Payment and the Billing Statement through the DOE Collection	Standard Fees Breakdown: Product Registration: PHP 300 Total: PHP 300	2 hour/s	• PELP Evaluator I (Science Research Specialist I / Admin VI / Equivalent Position); Energy Efficiency and



b.ph and navigate to the Request for PELP Credits section. - Click the Request Product Credit for Product Registration Credit. - Enter the number of credits to be requested. - The Order of Payment (OoP) will be emailed to the client, along with further instructions (email from coms@doe.gov.ph). - Upon payment, the Official Receipt (OR) will be sent to the client's registered email address. - Navigate again to the Request for PELP Credits section, go to the Document submission tab, and locate your credit request entry. Upload the Order of Payment, Official Receipt, and Proof of Payment, then click "Submit". - Upon evaluation of the submitted documents, the requested PELP credits will be	Monitoring System (COMS).		Conservation Performance Regulation and Enforcement Division (EPRED)
	1.2. COMS sends the Order of Payment to the applicant and provides a copy to Evaluator I.	3 hour/s	Accounting Staff; Accounting Division (AD)



automatically credited to the client's account. Note: • One (1) PELP Product Credit corresponds to PHP 300 and is equivalent to the payment for one (1) Product Model Registration • All uploaded documents must be certified true copies (with a "Certified True Copy" stamp, including the name and signature) by any of the following: ◦ President/ General Manager or equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) • For online submission, each document file for uploading must not exceed 10 MB	1.3. Once the Client pays and uploaded the necessary documents, the DOE-EPRED evaluates its completeness and correctness. Once approved, the PELP System will issue the corresponding PELP Product Credits.		3 hour/s	• PELP Evaluator I (Science Research Specialist I / Admin VI / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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General Remarks

Before requesting PELP Product Credits, the company must first be registered in the PELP System. Please refer to the PELP Company Registration process flow for the procedures and requirements

Total Processing Time:	Working Days: 1 working day/s
Total Processing Fee:	Total Standard Fee: PHP 300



4. EUMB-EPRED04 Request for PELP Label Credits

The PELP Label Credit feature in the PELP System is a prepaid credit mechanism implemented for the issuance of the Energy Label/Equivalent. Clients must have sufficient PELP Label Credits in their accounts before requesting an energy label/equivalent through the system.

One (1) PELP Label Credit is automatically deducted for every successful request for issuance of an energy label/equivalent.

The PELP Label Credit system ensures streamlined request processing and serves as the payment mechanism for transactions within the PELP System.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) that will request issuance of an energy label/equivalent for their product models through the PELP System.			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2020-06-0015, “Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)”.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
No Requirements Needed				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The Client must log in to the PELP System Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Log in to https://pelp.eum	1.1. DOE-EPRED evaluates the completeness and correctness of the requested PELP Label Credit and accomplishes the Order of Payment and the Billing Statement through the DOE Collection	Standard Fees Breakdown: Product Registration: PHP 300 Total: PHP 300	30 minute/s	• PELP Evaluator I (Science Research Specialist I / Admin VI / Equivalent Position); Energy Efficiency and



b.ph and navigate to the Request for PELP Credits section. - Click the Request Label Credit for Energy Label/Equivalent Credit. - Enter the number of credits to be requested. - The Order of Payment (OoP) will be emailed to the client, along with further instructions (email from coms@doe.gov.ph). - Upon payment, the Official Receipt (OR) will be sent to the client's registered email address. - Navigate again to the Request for PELP Credits section, go to the Document submission tab, and locate your credit request entry. Upload the Order of Payment, Official Receipt, and Proof of Payment, then click "Submit". - Upon evaluation of the submitted documents, the requested PELP label credits will	Monitoring System (COMS).			Conservation Performance Regulation and Enforcement Division (EPRED)
	1.2. COMS sends the Order of Payment to the applicant and provides a copy to Evaluator I.		30 minute/s	Accounting Staff; Accounting Division (AD)



be automatically credited to the client's account. Note: • One (1) PELP Label Credit corresponds to PHP 300 and is equivalent to the payment for one (1) Request Issuance of Energy Label/Equivalent • All uploaded documents must be certified true copies (with a "Certified True Copy" stamp, including the name and signature) by any of the following: ◦ President/ General Manager or equivalent position ◦ PELP Compliance Representative (PCR) ◦ PELP Assistant Compliance Representative (PACR) • For online submission, each document file for uploading must	1.3. Once the Client pays and uploaded the necessary documents, the DOE-EPRED evaluates its completeness and correctness. Once approved, the PELP System will issue the corresponding PELP Label Credits.	30 minute/s	• PELP Evaluator I (Science Research Specialist I / Admin VI / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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not exceed 10 MB General Remarks Before requesting PELP Label Credits, the company must first be registered in the PELP System. Please refer to the PELP Company Registration for the procedures and requirements	
Total Processing Time:	Working Days: 1 hour/s, 30 minute/s
Total Processing Fee:	Total Standard Fee: PHP 300



5. EUMB-EPRED05 Processing of Application for Product Registration for Air Conditioners under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

Online submission and processing of applications for registration of Air Conditioner product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Air Conditioners must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Valid test report (1) Certified True Copy	Applicant / Client
Remarks: - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.	
2. Duly accomplished Product Registration Online Form for Air Conditioners (1) Electronic Copy	Applicant / Client



<i>Remarks:</i> 1. The template form is the actual input form found in the PELP System during Product Registration. 2. Provide specifications with photos of the product 3. The maximum size for uploading images per field is 5 MB.				
3. Laboratory Certificate of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> 1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation. 2. The maximum file size for each document upload field is 10 MB. 3. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.				
4. Laboratory Scope of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> 1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided. 2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Air Conditioners (PNS ISO 5151 and PNS ISO 16358- 3. The maximum file size for each document upload field is 10 MB. 4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.				
5. PELP Product Credit (Sample: 1 PELP Product Credit)			Department of Energy - Energy Utilization Management Bureau - Energy Efficiency and Conservation Performance Regulation and Enforcement Division	
<i>Remarks:</i> • The client can request the PELP Product Credit through the PELP System (https://pelp.eumb.ph). Please refer to the PELP Product Credit Request procedure.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. The client fills out the Product Registration Form for Air Conditioners through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product, including the Product Inventory	1.1. The DOE-EPRED evaluates the completeness and correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.	None	6 working day/s	• Evaluator II (Senior Science Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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section, which requires the year of market entry, total number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click “Add” once you have finished entering the required information). Once all fields in this section are filled out, click “Next.”

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click “Next”. Please note that the maximum file size for attachments is 10 MB.
8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click “Next”.
9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click



the drop-down menu, select “Submit,” and click “Proceed. 10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click “Continue” to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the “My Products” tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from “For Product Evaluation” to “For Product Resubmission”. 13. Kindly check the parameters that have a red icon and click them to view the evaluator’s notes. 14. Once all the notes/clarifications have been complied, go to the Summary of				
	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance Regulation



and
Enforcement
Division
(EPRED)

Notes, click the dropdown menu, and select "Resubmit". Then click "Proceed." A prompt will confirm that the product has been resubmitted, and the status will change to "For Product Re-Evaluation." Please wait while we evaluate your product registration.

15. When the evaluator endorses the application for approval, the application status will change from "For Product Evaluation" to "For Product Approval." Kindly wait for the approval of your product registration.

16. Once approved, the application status will be changed to "Approved and Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and



through the PELP System and requests the required documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECP)"				
Total Processing Time:		Working Days: 7 working day/s		



Total Processing Fee:	Total Standard Fee: None
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6. EUMB-EPRED06 Processing of Application for Product Registration for Refrigerating Appliances under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

Online submission and processing of applications for registration of Refrigerating Appliances product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Refrigerating Appliances must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Valid test report (1) Certified True Copy		Applicant / Client
<i>Remarks:</i> - The test report is valid for one (1) year and six (6) months from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.		
2. Duly accomplished Product Registration Online Form for Refrigerating Appliances (1) Electronic Copy		Applicant / Client



<i>Remarks:</i> 1. The template form is the actual input form found in the PELP System during Product Registration. 2. Provide specifications with photos of the product 3. The maximum size for uploading images per field is 5 MB.				
3. Laboratory Certificate of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> 1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation. 2. The maximum file size for each document upload field is 10 MB. 3. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.				
4. Laboratory Scope of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> 1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided. 2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Refrigerating Appliances (PNS IEC 62552). 3. The maximum file size for each document upload field is 10 MB. 4. This document is part of the mandatory documentation required for submission through the PELP System during product registration.				
5. PELP Product Credit (Sample: 1 PELP Product Credit)			Department of Energy - Energy Utilization Management Bureau - Energy Efficiency and Conservation Performance Regulation and Enforcement Division	
<i>Remarks:</i> • The client can request the PELP Product Credit through the PELP System (https://pelp.eumb.ph). Please refer to the PELP Product Credit Request procedure.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. The client fills out the Product Registration Form for Refrigerating Appliances through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph / and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes	1.1. The DOE-EPRED evaluates the completeness and correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.	None	6 working day/s	• Evaluator II (Senior Science Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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to the Product Category will no longer be allowed after "Save and Proceed" is clicked.

6. Fill in the necessary fields for your product, including the Product Inventory section, which requires the year of market entry, total number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click "Add" once you have finished entering the required information). Once all fields in this section are filled out, click "Next."
7. Fill in the Product



Registration Details fields and upload the necessary documents. Once finished, click "Next". Please note that the maximum file size for attachments is 10 MB.

8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click "Next".

9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click the drop-down menu,



select “Submit,” and click “Proceed. 10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application . Click “Continue” to proceed. 11. After that, you have successful ly submitted your product registratio n application . Your application will be reflected in the “My Products” tab. 12. When the evaluator requests Resubmis sion/Clarifi cation, the application status will be changed				
	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.	1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance	



from “For Product Evaluation” to “For Product Resubmission”.

13. Kindly check the parameters that have a red icon and click them to view the evaluator’s notes.

14. Once all the notes/clarifications have been complied, go to the Summary of Notes, click the dropdown menu, and select “Resubmit”. Then click “Proceed.” A prompt will confirm that the product has been resubmitted, and the status will change to “For Product Re-Evaluation.” Please wait while we evaluate your

Regulation and Enforcement Division (EPRED)



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15. When the evaluator endorses the application for approval, the application status will change from "For Product Evaluation" to "For Product Approval." Kindly wait for the approval of your product registratio
n.

16. Once approved, the application status will be changed to "Approved and Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and through the PELP System and requests the required



documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECPs)"				
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			



7. EUMB-EPRED07 Processing of Application for Product Registration for Television Sets under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

Online submission and processing of applications for registration of Television Sets product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Television Sets must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)										
Classification:	Complex										
Type of Transaction:	G2B (Government to Business)										
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.										
Operating Hours:	8:00 AM - 5:00 PM										
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES										
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Valid test report (1) Certified True Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration. </td></tr> <tr> <td>2. Duly accomplished Product Registration Online Form for Television Sets (1) Electronic Copy</td><td>Applicant / Client</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Valid test report (1) Certified True Copy	Applicant / Client	<i>Remarks:</i> - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.		2. Duly accomplished Product Registration Online Form for Television Sets (1) Electronic Copy	Applicant / Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE										
For Standard Requirement											
1. Valid test report (1) Certified True Copy	Applicant / Client										
<i>Remarks:</i> - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.											
2. Duly accomplished Product Registration Online Form for Television Sets (1) Electronic Copy	Applicant / Client										



<i>Remarks:</i> <i>1. The template form is the actual input form found in the PELP System during Product Registration.</i> <i>2. Provide specifications with photos of the product</i> <i>3. The maximum size for uploading images per field is 5 MB.</i>				
3. Laboratory Certificate of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation.</i> <i>2. The maximum file size for each document upload field is 10 MB.</i> <i>3. This document is part of the mandatory documentation required for submission through the PELP System during product registration.</i>				
4. Laboratory Scope of Accreditation (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided.</i> <i>2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Television Sets (PNS IEC 62087, PNS 378, and PNS IEC 62301).</i> <i>3. The maximum file size for each document upload field is 10 MB.</i> <i>4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.</i>				
5. PELP Product Credit (Sample: 1 PELP Product Credit)			Department of Energy - Energy Utilization Management Bureau - Energy Efficiency and Conservation Performance Regulation and Enforcement Division	
<i>Remarks:</i> <i>• The client can request the PELP Product Credit through the PELP System (https://pelp.eumb.ph). Please refer to the PELP Product Credit Request procedure.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. The client fills out the Product Registration Form for Television Sets through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product, including the Product Inventory	1.1. The DOE-EPRED evaluates the completeness and correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.	None	6 working day/s	• Evaluator II (Senior Science Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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section, which requires the year of market entry, total number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click “Add” once you have finished entering the required information). Once all fields in this section are filled out, click “Next.”

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click “Next”. Please note that the maximum file size for attachments is 10 MB.
8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click “Next”.
9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click



the drop-down menu, select "Submit," and click "Proceed. 10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click "Continue" to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the "My Products" tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from "For Product Evaluation" to "For Product Resubmission". 13. Kindly check the parameters that have a red icon and click them to view the evaluator's notes. 14. Once all the notes/clarifications have been complied, go to the Summary of	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance Regulation and
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Enforcement Division
(EPRED)

Notes, click the dropdown menu, and select "Resubmit". Then click "Proceed." A prompt will confirm that the product has been resubmitted, and the status will change to "For Product Re-Evaluation." Please wait while we evaluate your product registration.

15. When the evaluator endorses the application for approval, the application status will change from "For Product Evaluation" to "For Product Approval." Kindly wait for the approval of your product registration.

16. Once approved, the application status will be changed to "Approved and Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and



through the PELP System and requests the required documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECPs)".				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



8. EUMB-EPRED08 Processing of Application for Product Registration for Lighting Products under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

Online submission and processing of applications for registration of Lighting Products product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Lighting Products must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Valid test report (1) Certified True Copy	Applicant / Client
Remarks: 1. The test report is valid for two (2) years from the date of issuance. 2. The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. 3. The maximum size for uploading documents per field is 10 MB. 4. This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.	
2. Duly accomplished Product Registration Online Form for Lighting Products (1) Electronic Copy	Applicant / Client



Remarks: 1. The template form is the actual input form found in the PELP System during Product Registration. 2. Provide specifications with photos of the product 3. The maximum size for uploading images per field is 5 MB.				
3. Laboratory Certificate of Accreditation (1) Electronic Copy			Applicant / Client	
Remarks: 1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation. 2. The maximum file size for each document upload field is 10 MB. 3. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.				
4. Laboratory Scope of Accreditation (1) Electronic Copy			Applicant / Client	
Remarks: 1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided. 2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Lighting Products (PNS IEC 60969, CIE 84 1st edition 1989, PNS IEC 60081, PNS IEC 60901, ANSI C78.377-2015, CIE S 025/E:2015, CIE 13.3:1995, IES LM 79-8, IES LM 80-15, PNS IEC 62612, PNS IEC 61000-3-2, and IEC-60838-2-3 ED. 1.0 B:2016 Miscellaneous lampholders). 3. The maximum file size for each document upload field is 10 MB. 4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration. Note: Normative reference depends on the type of lighting products registered.				
5. PELP Product Credit (Sample: 1 PELP Product Credits)			Department of Energy - Energy Utilization Management Bureau - Energy Efficiency and Conservation Performance Regulation and Enforcement Division	
Remarks: • The client can request the PELP Product Credit through the PELP System (https://pelp.eumb.ph). Please refer to the PELP Product Credit Request procedure.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIB



				LE (Designation; Office)
1. The client fills out the Product Registration Form for Lighting Products through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product,	1.1. The DOE-EPRED evaluates the completeness and correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.	None	6 working day/s	• Evaluator II (Senior Science Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



including the Product Inventory section, which requires the year of market entry, total number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click “Add” once you have finished entering the required information). Once all fields in this section are filled out, click “Next.”

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click “Next”. Please note that the maximum file size for attachments is 10 MB.
8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click “Next”.
9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your



application. Once everything is in order, click the drop-down menu, select "Submit," and click "Proceed. 10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click "Continue" to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the "My Products" tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from "For Product Evaluation" to "For Product Resubmission". 13. Kindly check the parameters that have a red icon and click them to view the evaluator's notes. 14. Once all the notes/clarifications				
	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance



ce
Regulation
and
Enforceme
nt Division
(EPRED)

ns have been
complied, go to
the Summary of
Notes, click the
dropdown
menu, and
select
"Resubmit".
Then click
"Proceed." A
prompt will
confirm that the
product has
been
resubmitted,
and the status
will change to
"For Product
Re-Evaluation."
Please wait
while we
evaluate your
product
registration.

15. When the
evaluator
endorses the
application for
approval, the
application
status will
change from
"For Product
Evaluation" to
"For Product
Approval."
Kindly wait for
the approval of
your product
registration.
16. Once approved,
the application
status will be
changed to
"Approved and
Registered".

Note:

- If the submitted
documents are
incomplete or
inaccurate,
DOE-EPRED



notifies the applicant by email and through the PELP System and requests the required documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-



Consuming Prod ucts (ECP)" Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



9. EUMB-EPRED09 Processing of Application for Product Registration for Electric Fans under the Philippine Energy Labeling Program (PELP)

Online submission and processing of applications for registration of Electric Fan product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Electric Fans must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Valid test report (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>The test report is valid for one (1) year from the date of issuance.</i> <i>The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application.</i> <i>The maximum size for uploading documents per field is 10 MB.</i> <i>This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.</i>	
2. Duly accomplished Product Registration Online Form for Electric Fans (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	



1. The template form is the actual input form found in the PELP System during Product Registration.
2. Provide specifications with photos of the product
3. The maximum size for uploading images per field is 5 MB.

3. Laboratory Certificate of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation.
2. The maximum file size for each document upload field is 10 MB.
3. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.

4. Laboratory Scope of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided.
2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Electric Fans [PNS IEC 60879:2020 (IEC published 2019)].
3. The maximum file size for each document upload field is 10 MB.
4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.

5. PELP Product Credit
(Sample: 1 PELP Product Credits)

Department of Energy -
Energy Utilization
Management Bureau - Energy
Efficiency and Conservation
Performance Regulation and
Enforcement Division

Remarks:

- The client can request the PELP Product Credit through the PELP System (<https://pelp.eumb.ph>). Please refer to the PELP Credit Product Request procedure.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client fills out the Product Registration Form for Electric Fans through	1.1. The DOE-EPRED evaluates the completeness and correctness of the	None	6 working day/s	• Evaluator II (Senior Science Research



the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product, including the Product Inventory section, which requires the year of market entry, total number of units,	submitted documents and notifies the applicant of the evaluation results in the PELP System.		Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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and Selling Retail Price (SRP) range (in the Product Inventory section, click "Add" once you have finished entering the required information). Once all fields in this section are filled out, click "Next."

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click "Next". Please note that the maximum file size for attachments is 10 MB.
8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click "Next".
9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click the drop-down menu, select "Submit," and click "Proceed."



10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click "Continue" to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the "My Products" tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from "For Product Evaluation" to "For Product Resubmission". 13. Kindly check the parameters that have a red icon and click them to view the evaluator's notes. 14. Once all the notes/clarifications have been complied, go to the Summary of Notes, click the dropdown menu, and select				
	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



“Resubmit”.
Then click
“Proceed.” A
prompt will
confirm that the
product has
been
resubmitted,
and the status
will change to
“For Product
Re-Evaluation.”
Please wait
while we
evaluate your
product
registration.

15. When the
evaluator
endorses the
application for
approval, the
application
status will
change from
“For Product
Evaluation” to
“For Product
Approval.”
Kindly wait for
the approval of
your product
registration.

16. Once approved,
the application
status will be
changed to
"Approved and
Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and through the PELP System and requests the required



documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECP)"				
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			



10. EUMB-EPRED10 Processing of Application for Product Registration for Clothes Washing Machines under the Philippine Energy Labeling Program (PELP)

Online submission and processing of applications for registration of Clothes Washing Machine product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Clothes Washing Machines must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Valid test report (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.	
2. Duly accomplished Product Registration Online Form for Clothes Washing Machines (1) Electronic Copy	Applicant / Client
<i>Remarks:</i>	



1. The template form is the actual input form found in the PELP System during Product Registration.
2. Provide specifications with photos of the product
3. The maximum size for uploading images per field is 5 MB.

3. Laboratory Certificate of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation.
2. The maximum file size for each document upload field is 10 MB.
3. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.

4. Laboratory Scope of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided.
2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Clothes Washing Machines (PNS IEC 60456:2013).
3. The maximum file size for each document upload field is 10 MB.
4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.

5. PELP Product Credit
(Sample: 1 PELP Product Credit)

Department of Energy -
Energy Utilization
Management Bureau - Energy
Efficiency and Conservation
Performance Regulation and
Enforcement Division

Remarks:

- The client can request the PELP Product Credit through the PELP System (<https://pelp.eumb.ph>). Please refer to the PELP Product Credit Request procedure.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client fills out the Product Registration Form for	1.1. The DOE-EPRED evaluates the completeness and	None	6 working day/s, 6 hour/s	• Evaluator II (Senior Science)



Clothes Washing Machines through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product, including the Product Inventory section, which requires the year of market	correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.		Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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entry, total number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click "Add" once you have finished entering the required information). Once all fields in this section are filled out, click "Next."

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click "Next". Please note that the maximum file size for attachments is 10 MB.
8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click "Next".
9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click the drop-down menu, select



“Submit,” and click “Proceed. 10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click “Continue” to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the “My Products” tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from “For Product Evaluation” to “For Product Resubmission”. 13. Kindly check the parameters that have a red icon and click them to view the evaluator’s notes. 14. Once all the notes/clarifications have been complied, go to the Summary of Notes, click the dropdown				
	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



menu, and select "Resubmit". Then click "Proceed." A prompt will confirm that the product has been resubmitted, and the status will change to "For Product Re-Evaluation." Please wait while we evaluate your product registration.

15. When the evaluator endorses the application for approval, the application status will change from "For Product Evaluation" to "For Product Approval." Kindly wait for the approval of your product registration.

16. Once approved, the application status will be changed to "Approved and Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and through the PELP System



and requests the required documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Conserving Products (ECP)"				
Total Processing Time:	Working Days: 7 working day/s, 6 hour/s			
Total Processing Fee:	Total Standard Fee: None			



11. EUMB-EPRED11 Processing of Application for Product Registration for Display Monitors under the Philippine Energy Labeling Program (PELP)

Online submission and processing of applications for registration of Display Monitor product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Display Monitors must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Valid test report (1) Certified True Copy		Applicant / Client
<i>Remarks:</i> - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.		
2. Duly accomplished Product Registration Online Form for Display Monitors (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



1. The template form is the actual input form found in the PELP System during Product Registration.
2. Provide specifications with photos of the product
3. The maximum size for uploading images per field is 5 MB.

3. Laboratory Certificate of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation.
2. The maximum file size for each document upload field is 10 MB.
3. This document is part of the mandatory documentation required for submission through the PELP System during product registration.

4. Laboratory Scope of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided.
2. It must include the required normative references as specified in the corresponding Implementing Guidelines for Display Monitors (PNS IEC 62087-1, IEC 62087-2, PNS IEC 62087-7, PNS 378, PNS IEC 62301).
3. The maximum file size for each document upload field is 10 MB.
4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.

5. PELP Product Credit
(Sample: 1 PELP Product Credit)

Department of Energy -
Energy Utilization
Management Bureau - Energy
Efficiency and Conservation
Performance Regulation and
Enforcement Division

Remarks:

- The client can request the PELP Product Credit through the PELP System (<https://pelp.eumb.ph>). Please refer to the PELP Product Credit Request procedure.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client fills out the Product Registration Form for	1.1. The DOE-EPRED evaluates the completeness and	None	6 working day/s	• Evaluator II (Senior Science



Display Monitors through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product, including the Product Inventory section, which requires the year of market entry, total	correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.			Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click “Add” once you have finished entering the required information). Once all fields in this section are filled out, click “Next.”

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click “Next”. Please note that the maximum file size for attachments is 10 MB.

8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click “Next”.

9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click the drop-down menu, select “Submit,” and click “Proceed.”



10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click "Continue" to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the "My Products" tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from "For Product Evaluation" to "For Product Resubmission".				
13. Kindly check the parameters that have a red icon and click them to view the evaluator's notes. 14. Once all the notes/clarifications have been complied, go to the Summary of Notes, click the dropdown menu, and select	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



“Resubmit”.
Then click
“Proceed.” A
prompt will
confirm that the
product has
been
resubmitted,
and the status
will change to
“For Product
Re-Evaluation.”
Please wait
while we
evaluate your
product
registration.

15. When the
evaluator
endorses the
application for
approval, the
application
status will
change from
“For Product
Evaluation” to
“For Product
Approval.”
Kindly wait for
the approval of
your product
registration.

16. Once approved,
the application
status will be
changed to
"Approved and
Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and through the PELP System and requests the required



documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECP)"				
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			



12. EUMB-EPRED12 Processing of Application for Product Registration for Energy Saving Devices (ESD) / Low Voltage Saving Devices (LVSD) under the Philippine Energy Labeling Program (PELP)

Online submission and processing of applications for registration of Display Monitor product models under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Display Monitors must register their product models through the PELP System, in accordance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Valid test report (1) Certified True Copy		Applicant / Client
<i>Remarks:</i> - The test report is valid for one (1) year from the date of issuance. - The test report must be from an ISO17025-accredited testing facility, either a local or international laboratory, or a laboratory with an ongoing PAB accreditation application. - The maximum size for uploading documents per field is 10 MB. - This document will be part of the documentary requirements that must be uploaded to the PELP System during Product Registration.		
2. Duly accomplished Product Registration Online Form for ESD / LVSD (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



1. The template form is the actual input form found in the PELP System during Product Registration.
2. Provide specifications with photos of the product
3. The maximum size for uploading images per field is 5 MB.

3. Laboratory Certificate of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Certificate of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. Laboratories with an ongoing PAB accreditation application may also be accepted, subject to evaluation.
2. The maximum file size for each document upload field is 10 MB.
3. This document is part of the mandatory documentation required for submission through the PELP System during product registration.

4. Laboratory Scope of Accreditation
(1) Electronic Copy

Applicant / Client

Remarks:

1. The Scope of Accreditation must be issued by a testing facility accredited to ISO/IEC 17025, whether local or international. For Laboratories with an ongoing PAB accreditation application, the scope being applied for must be provided.
2. It must include the required normative references as specified in the corresponding Implementing Guidelines for ESD / LVSD (PNS 2080:2010, PNS IEC 62301:2021).
3. The maximum file size for each document upload field is 10 MB.
4. This document forms part of the mandatory documentary requirements to be submitted through the PELP System during product registration.

5. PELP Product Credit
(Sample: 1 PELP Product Credit)

Department of Energy -
Energy Utilization
Management Bureau - Energy
Efficiency and Conservation
Performance Regulation and
Enforcement Division

Remarks:

- The client can request the PELP Product Credit through the PELP System (<https://pelp.eumb.ph>). Please refer to the PELP Product Credit Request procedure.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client fills out the Product Registration Form for	1.1. The DOE-EPRED evaluates the completeness and	None	6 working day/s	• Evaluator II (Senior Science



ESD / LVSD through the PELP System and upload the requirements specified in the checklist. Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Then, click the "Add New Product" button. 4. Enter the Product Category, Product Type, and Specific Product, then click "Proceed." 5. Once clicked, a prompt will appear stating that changes to the Product Category will no longer be allowed after "Save and Proceed" is clicked. 6. Fill in the necessary fields for your product, including the Product Inventory section, which requires the year of market entry, total	correctness of the submitted documents and notifies the applicant of the evaluation results in the PELP System.		Research Specialist/ Science Research Specialist II / Equivalent Position); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
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number of units, and Selling Retail Price (SRP) range (in the Product Inventory section, click "Add" once you have finished entering the required information). Once all fields in this section are filled out, click "Next."

7. Fill in the Product Registration Details fields and upload the necessary documents. Once finished, click "Next". Please note that the maximum file size for attachments is 10 MB.

8. Next, upload the product model image. Please note that the maximum file size for photos is 5 MB. Once uploaded, click "Next".

9. You will then be directed to the Summary of Notes tab, where you may enter remarks regarding your application. Once everything is in order, click the drop-down menu, select "Submit," and click "Proceed."



10. Once clicked, a prompt will appear regarding the deduction of PELP credits. One (1) PELP Product credit is equivalent to one product model application. Click "Continue" to proceed. 11. After that, you have successfully submitted your product registration application. Your application will be reflected in the "My Products" tab. 12. When the evaluator requests Resubmission/Clarification, the application status will be changed from "For Product Evaluation" to "For Product Resubmission". 13. Kindly check the parameters that have a red icon and click them to view the evaluator's notes. 14. Once all the notes/clarifications have been complied, go to the Summary of Notes, click the dropdown menu, and select				
	1.2. The DOE-EPRED shall approve the application and include the registered product model in the PELP Product Registry.		1 working day/s	• Evaluator III (Chief Science Research Specialist / Office-In-Charge); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



“Resubmit”.
Then click
“Proceed.” A
prompt will
confirm that the
product has
been
resubmitted,
and the status
will change to
“For Product
Re-Evaluation.”
Please wait
while we
evaluate your
product
registration.

15. When the
evaluator
endorses the
application for
approval, the
application
status will
change from
“For Product
Evaluation” to
“For Product
Approval.”
Kindly wait for
the approval of
your product
registration.

16. Once approved,
the application
status will be
changed to
"Approved and
Registered".

Note:

- If the submitted documents are incomplete or inaccurate, DOE-EPRED notifies the applicant by email and through the PELP System and requests the required



documents and/or data. Document resubmission will automatically reset the processing time, and the application will be subjected to re-evaluation based on the process flow stated in the Implementing Guidelines for the Philippine Energy Labeling Program on Registration, Enforcement, Monitoring, Verification, and Compliance Mechanism Under Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and Other Energy-Consuming Products (ECPs)"				
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			



13. EUMB-EPRED13 Issuance of Energy Label/Equivalent for Product Registered under the Philippine Energy Labeling Program (PELP)

ISO 9001:2015 Certified

Online submission and processing of application for Energy Label/Equivalent under the Philippine Energy Labeling Program. All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) may request an Energy Label Equivalent or Certificate of Exemption (COE) through the PELP System for products that are for depletion in the market, in compliance with the PELP Guidelines. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures, aligned with pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	All Importers, Manufacturers, and Distributors of Energy-Consuming Products (ECPs) must register their product models through the PELP System.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Pursuant to Republic Act No. 11285, through Department Circular DC2024-05-0017, PRESCRIBING AMENDMENTS TO DEPARTMENT CIRCULAR NO. DC2020-06-0015, AS AMENDED, OR THE PHILIPPINE ENERGY LABELING PROGRAM (PELP) GUIDELINES	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished Energy Label Request Form (1) Electronic Copy		Applicant / Client
Remarks: 1. Template Form available at the PELP System (https://pelp.eumb.ph)		
2. PELP Label Credit (Sample: 1 PELP Label Credit)		Department of Energy - Energy Utilization Management Bureau - Energy Efficiency and Conservation Performance Regulation and Enforcement Division
Remarks:		



- The client can request the PELP Label Credit through the PELP System (<https://pelp.eumb.ph>). Please review the PELP Label Credit Request procedure.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client request for energy label/equivalent issuance Location: PELP System (https://pelp.eumb.ph) Notes/Instruction: 1. Go to https://pelp.eumb.ph/ and log-in to your PELP System account. 2. After successful log-in, click the "My Products" tab. 3. Click the view icon beside the approved product. 4. Click next up to the Summary of Notes page, then click the "Energy Label" or "Certificate of Exemption" button. 5. Once "Energy Label" or "Certificate of Exemption" is clicked, a prompt will appear regarding the deduction of PELP label credits. One (1)	1. Upon request and use of one (1) PELP Label Credit, the PELP System automatically generates an energy label/equivalent label which was pre-approved by DOE-EPRED during the Product Registration Process	None	1 working day/s	• Evaluator III (Chief Science Research Specialist/Officer-in-Charge); Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)



PELP label credit is equivalent to one Energy Issuance request. Click “Continue” to proceed.

6. After generating the energy label/Certificate of Exemption, click the “Download” button, and the client may now print their energy label/Certificate of Exemption.

Note:

- Once the client has requested, paid, and downloaded the Energy Label or Equivalent Label, the system will recognize that the corresponding payment has already been made. For subsequent downloads, the client may download the label again without requiring another payment.
- For Energy Label renewal requests, the same procedure shall apply. The client only needs to select the “Renew



Energy Label” option on the energy label page to proceed with the renewal application.				
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		