



**Energy Efficiency and Conservation Public Sector
Management Division (EPSMD)
External Services**



1. EUMB-EPSMD01 Energy Audit Services : Preliminary Energy Audit

ISO 9001:2015 Certified

Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Public Sector Management Division (EPSMD) is mandated to implement the Government Energy Management Program (GEMP), which aims to reduce the government's monthly consumption of electricity and petroleum products through energy efficiency and conservation and utilization of renewable energy technologies, among others.

Preliminary energy audit service is a basic energy audit that involves minimal interviews with managing clients, brief review of facility data, and walk through energy audit of the facility, all geared towards identification of energy waste or inefficiencies by recommending brief corrective measures, providing quick estimates of potential operating costs and energy savings.

Office or Division:	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	
Classification:	Complex	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	Government Entities	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. General Information of Government Entity (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements		
2. Building Profile of Government Entity (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements		
3. Copy of Special Order/Memorandum Designating of Energy Efficiency and Conservation Professionals (EEC		Applicant / Client



Officer, EEC Focal Person/s and EEC Coordinator/s (1) Electronic Copy	
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements	
4. Copy of Office Issuance/Memorandum Circulars regarding Energy (Electricity and Fuel) Conservation Measures (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements	
5. Monthly Electricity Consumption Report (From applicable Base Period (Default Year: 2015) to present) (Form D) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements	
6. Monthly Fuel Consumption Report (From applicable Base Period (Default Year: 2015) to present (Form E) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements	
7. Inventory of Lighting Equipment with specifications (Form F) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements	
8. Inventory of Office Equipment with list of specifications (Form G) (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements	



9. Inventory of Air-conditioning Unit and Genset with Specifications (Form H) (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Public Sector Management Division	
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements				
10. Inventory of Service Vehicles with Specification (Form I) (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Public Sector Management Division	
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements				
11. Inventory of Solar PV System with Specifications (Form J) (1) Electronic Copy			Department of Energy - Energy Efficiency and Conservation Public Sector Management Division	
<i>Remarks:</i> Forms can be secured through this link: https://bit.ly/GEMPrequirements				
12. Copy of Latest Electricity Bill (1) Electronic Copy			Applicant / Client	
13. Copy of Vehicle's Preventive Maintenance Schedule (Work Order or Official Receipt as Proof) (1) Electronic Copy			Applicant / Client	
14. Copy of a duly accomplished vehicle trip tickets (1) Electronic Copy			Applicant / Client	
15. Copy of Approved Motorpool logbook-Monitoring of Vehicle Daily Dispatch (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. GE submits GEMP Documentary Requirements to DOE-EPSMD official email Location:	1.1. Checking for the Completeness of the GEMP Requirements	None	1 working day/s	Science Research Specialist; Energy Efficiency and Conservation



DOE-EPSMD Official Email: doe.epsmd@gmail.com Notes/Instruction: Before the service start, the EUMB-EPSMD sends notification letter to GE for the schedule of the energy audit and submission of GEMP Requirements For incomplete requirements, the Government Entity is given 15 working days to complete the GEMP Documentary Requirements			on Public Sector Management Division (EPSMD)
	1.2. Conduct Energy Audit	1 working day/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.3. Evaluation of GEs submission of documentary requirements and Preparation of Energy Audit Report	3 working day/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.4. Review and Approval of the Energy Audit Report	1 working day/s	Chief Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.5. Review and Approval of the energy audit report by the Assistant Director and endorsement to the Director for Approval, and Transmittal of Energy Audit Report through	1 working day/s	Assistant Director, Director, Science Research Specialist; Energy Utilization Manageme



	Government Entity's Official Email			nt Bureau (EUMB)
General Remarks The energy audit is free of charge for all government entities not only to assess their level of compliance but also to aid them in complying thereto.				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. EUMB-EPSMD02 Application Process for Solar PV Installer Registry

Pursuant to the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Resolution No. 8, s. 2023, the Department of Energy - Energy Utilization Management Bureau (DOE-EUMB), is mandated to provide an official list of Solar PV installers for reference and guidance of all government entities.

The DOE issued Department Circular No. DC2024-06-0021 titled as "Guidelines in the Registration Process for Solar Photovoltaic (PV) Installers under the Government Energy Management Program (GEMP)" to support the above-mentioned issuance and to establish the registration process and procedures for the official Solar PV Installer Registry.

Office or Division:	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Solar PV Installers who wish to be part of the DOE Official Solar PV Registry. Solar PV Installer refers to any entity, including an individual, OPC, Sole Proprietorship, joint venture, partnership, or corporation engaged in the business of providing Solar PV Systems Installation.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 11285 or the Energy Efficiency and Conservation Act and IAEECC Resolution No. 8, s. 2023 Encouraging all Government Entities to Install and Utilize Solar Photovoltaic (PV) System or any Equivalent Renewable Energy Technology in their Government -Owned Facilities and/or Office Buildings in a Form of Self-Generating Facility, Distributed Energy Resources (DER), or Net Metering Agreement with Host Distribution Utility (DU)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form and signed terms and conditions (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
<i>Remarks:</i> <i>Form can be accessed from the DOE website or through this link: https://bit.ly/solarpvregistry</i>		
2. Certified True Copies of the Eligibility Documents providing Corporate/Legal Personality (1) Certified True Copy		Applicant / Client
Sub Requirement		



2.A. For all types of Firms, Partnerships, and Corporations, the following documents are required	
2.A.1. Securities and Exchange Commission (SEC) Certificate of Partnership/Incorporation (1) Certified True Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
2.A.2. Articles of Incorporation (1) Certified True Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
2.A.3. Joint Venture Agreement (1) Certified True Copy	Securities and Exchange Commission - Company Registration and Monitoring Department
2.A.4. Business Permits (issued by the Local Government Units (LGUs)) (1) Certified True Copy	Local Government Units - Business Permit and Licensing Office
2.A.5. Bureau of Internal Revenue (BIR) Certificate of Registration (1) Certified True Copy	Bureau of Internal Revenue - Revenue District Office
2.B. For Sole Proprietorship, the following documents are required	
2.B.1. Department of Trade and Industry (DTI) Certificate of Business Name Registration (1) Certified True Copy	Department of Trade and Industry - Business Name Registration System
2.B.2. Business Permits (issued by Local Government Units) (1) Certified True Copy	Local Government Units - Business Permits and Licensing Office
2.B.3. Bureau of Internal Revenue (BIR) Certificate of Registration (1) Certified True Copy	Bureau of Internal Revenue - Revenue District Office
3. Certificate of PhilGEPS Registration (1) Electronic Copy	Department of Budget and Management - Procurement Service
4. Philippine Contractors Accreditation Board (PCAB) License (1) Electronic Copy	Philippine Contractors Accreditation Board - PCAB Online Licensing Portal
5. Company Profile/Background (1) Electronic Copy	Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
Remarks: Form can be secured from the DOE website or through this link: https://bit.ly/solarpvregistry	



6. Company Ownership/Management, which includes the list of names of officers and personnel with their position in the Company (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division		
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link: https://bit.ly/solarpvregistry</i>				
7. List of Solar PV installation projects in the last three (3) years with respective Official Receipt, Certificate of Project Completion, Acknowledgement Letter, Project Report, and/or any Document that will support the claim on the proof of experience (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division		
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link: https://bit.ly/solarpvregistry</i>				
8. Copy of Solar PV installation-related Training Certificates and Course Outlines from Recognized Training Institutions and other Governing Bodies (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division		
<i>Remarks:</i> <i>Form can be secured from the DOE website or through this link: https://bit.ly/solarpvregistry</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits required documents to DOE through DOE-EPSMD official email Location: DOE EPSMD Official Email: doe.epsmd@gmail.com Notes/Instruction: If complete submission, EPSMD notifies applicant of the receipt of application, and the	1.1. Assessment for the completeness of the submitted documents	None	2 hour/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.2. Preparation of Technical Evaluation Report and Certificate of Registration		4 working day/s	Science Research Specialist; Energy Efficiency



proceed with the preparation of the technical evaluation report, if incomplete submission, EPSMD notifies the applicant to complete the documentary requirements				and Conservation Public Sector Management Division (EPSMD)
	1.3. Review and Approval of the Technical Evaluation Report and Certificate of Registration		4 hour/s	Chief Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.4. Preparation of Billing Statement		4 hour/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.5. Approval of Order of Payment		2 hour/s	Accounting Staff; Accounting Division (AD)
2. Applicant pays the Registration Fee Location: GF Annex Building, Department of Energy, BGC, Taguig City Notes/Instruction: Note: (if order of payment is unpaid within 7 working days,	2. Issuance of Official Receipt	Standard Fees Breakdown: Registration Fee: PHP 2000 Total: PHP 2000	2 hour/s	Admin Officer; Treasury Division (TD)



the application is forfeited. Processing stopped if applicant has not settled the payment)				
3. Applicant submits the copy of Official Receipt to EPSMD through email Location: DOE EPSMD Official Email: doe.epsmd@gmail.com	3.1. Review and Approval of the Certificate of Registration by the Assistant Director and endorsement to the Director for Approval	None	1 working day/s	• Assistant Director, Director; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	3.2. Transmittal of the Certificate of Registration		2 hour/s	• Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
General Remarks Please don't forget to submit the Official Receipt to DOE-EPSMD official email.				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 2000		



3. EUMB-EPSMD03 Application Process for Recognized Training Institution Accreditation

Recognized Training Institutions (RTI) refers to recognized entities who complied with the requirements identified by the DOE in the Department Circular No. DC2023-05-0009. RTIs are the only entities eligible to conduct prescribed training for Energy Efficiency and Conservation (EEC) Professionals under the Government Energy Management Program (GEMP)

Office or Division:	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Duly certified individual who satisfies the requirements under the Department Circular No. DC2023-05-0009	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	RA 11285 or the Energy Efficiency and Conservation Act and Department Circular No. DC2023-05-0009 Government Energy Management Program (GEMP) Guidelines on Strengthening the Energy Efficiency and Conservation Professionals, Adoption of Training Module for Capacity Building and Prescribing Certification Process for the Recognition of Training Institutions	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly Accomplished Training Institution Application Form (1) Electronic Copy		Department of Energy - Energy Efficiency and Conservation Public Sector Management Division
Remarks: Form can be secured from the DOE website or through this link: https://bit.ly/GEMPRTI		
2. Certified True Copies of the Eligibility Documents providing Corporate/Legal Personality (1) Certified True Copy		Applicant / Client
Sub Requirement		
2.A. For all types of firms, partnerships, and corporations, the following documents are required		
2.A.1. Securities and Exchange Commission (SEC) Certificate of Partnership/Incorporation (1) Certified True Copy		Securities and Exchange Commission - Company Registration and Monitoring Department



2.A.2. Bureau of Internal Revenue (BIR) Certificate of Registration (1) Certified True Copy			Bureau of Internal Revenue - Revenue District Office	
2.A.3. Business Permits (issued by the Local Government Units) (1) Certified True Copy			Local Government Unit - Business Permit and Licensing Office	
2.B. For Sole Proprietorship, the following documents are required				
2.B.1. Department of Trade and Industry (DTI) Certificate of Business Name Registration (1) Certified True Copy			Department of Trade and Industry - Business Name Registration System Portal	
2.B.2. Bureau of Internal Revenue (BIR) Certificate of Registration (1) Certified True Copy			Bureau of Internal Revenue - Revenue District Office	
2.B.3. Business Permits (issued by the Local Government Unit) (1) Certified True Copy			Local Government Unit - Business Permit and Licensing Office	
3. Copy of List of Equipment/Energy Audit Instruments and other Instructional Materials, whether owned or leased (1) Original Copy			Applicant / Client	
4. Copy of List of Lecturers/Instructors with CVs/PRC License (if Applicable) (1) Original Copy			Applicant / Client	
5. Copy of List of Trainings Provided (1) Original Copy			Applicant / Client	
6. Copy of Training Plan with corresponding number of days and fees (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Applicant submits required documents to DOE through official email of DOE-EPSMD Location: DOE EPSMD Official Email: doe.epsmd@gmail.com Notes/Instruction:	1.1. Assessment for the completeness of the submitted documents	None	2 working day/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)



<i>If complete submission, EPSMD notifies applicant of the receipt of application, and the proceed with the preparation of the technical evaluation report, if incomplete submission, EPSMD notifies the applicant to complete the documentary requirements</i>	1.2. Preparation of Technical Evaluation Report and RTI Certificate		14 working day/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.3. Review and approval of the Technical Evaluation Report and RTI Certificate		1 working day/s	Chief Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.4. Preparation of Billing Statement		4 hour/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
	1.5. Approval of Order of Payment		4 hour/s	Accounting Staff; Accounting Division (AD)
2. Applicant pays the Accreditation Fee Location: GF Annex Building, Department of Energy, BGC, Taguig City	2. Issuance of Official Receipt	Standard Fees Breakdown: Accreditation Fee: PHP 10000	4 hour/s	Admin Officer; Treasury Division (TD)



Notes/Instruction: <i>Note: (if order of payment is unpaid within 7 working days, the application is forfeited. Processing stopped if applicant has not settled the payment)</i>		Total: PHP 10000		
3. Applicant submits the copy of Official Receipt to DOE-EPSMD Official email Location: DOE EPSMD Official Email: doe.epsmd@gmail.com	3.1. Review and approval of the RTI Certificate by the Assistant Director and endorsement to Director for Approval	None	1 working day/s	Assistant Director, Director; Energy Utilization Management Bureau (EUMB)
	3.2. Transmittal of the RTI Certificate		4 hour/s	Science Research Specialist; Energy Efficiency and Conservation Public Sector Management Division (EPSMD)
General Remarks Please don't forget to submit the Official Receipt to DOE-EPSMD Official Email.				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 10000		