

GUIDELINES ON THE SPOT RATING

1. ENERCON OFFICER

- 10 with Enercon Officer with the rank of USEC or Head of Agency
- 8 with Enercon Officer lower than USEC or Head of Agency
- 0 no Enercon Officer

Reference: A.O. 126 Section 4/A.O. 110 – Section 1 1.3b. Each government entity shall designate a senior official as its Energy Conservation Officer (ECO)

2. OFFICE ISSUANCE

- 10 with issuances and programs
- 8 with Enercon programs but no issuances
- 6 with issuances no programs
- 2 with initiatives to implement enercon
- 0 no issuances, no programs

Reference: A.O. 110 Section 1 1.3b. The ECO shall be responsible for his/her government entity's compliance with the provisions of this A.O., as well as the development and implementation of energy efficiency and conservation measures.

ELECTRICITY

1. USING CFL

$$= \frac{\text{No. of CFL/Slim type FL installed}}{\text{No. of lamps installed}} \times 10$$

Reference: A.O. 117- (IRR 3.3.3) Forty-watts fluorescent tubes shall be replaced with 36-watts fluorescent tubes. Incandescent lamps shall be replaced with compact fluorescent lamps.

2. ROOM SETTING TEMPERATURE

$$= \frac{\text{No. of rooms } 25^{\circ}\text{C and above}}{\text{No. of rooms visited}} \times 10$$

Reference: Oil price shock contingency plan

3. OPERATION OF A/C FROM 9 A.M TO 4 P.M. ONLY

$$= \frac{\text{No. of rooms which operates A/C only between 9 am to 4 pm}}{\text{No. of rooms visited}} \times 10$$

Reference: A.O. 126 Section 3 - In cases airconditioning units are to be used, they shall be switched on not earlier than 9:00 a.m. and switched off not later than 4:00 p.m.

4. AIR LEAKAGE

- 10 no air leakage
- 8 1-3 air leakages
- 6 4-6 air leakages
- 4 7-10 air leakages
- 0 more than 10 leakages

5. AIRCON SETTING (FAN) DURING LUNCH BREAKS/ROOM

$$= \frac{\text{No. of A/C units inspected set at "FAN"}}{\text{No. of inspected A/C units}} \times 10$$

Reference: A.O. 126 Section 3 - During lunch breaks, the airconditioning units shall be switched on "FAN" mode.

6. TURN OFF COMPUTERS/EQUIPMENT/APPLIANCES WHEN NOT IN USE

$$= \frac{\text{Total No. of computers/equipment – idle computers/equipment}}{\text{No. of inspected computers/equipment}} \times 10$$

Reference: Reference: A.O. 117- (IRR 3.3.2) Computers shall be strictly be for official use only and turned off when not in use.

7. 2ND FLOOR ELEVATOR SERVICES BYPASSED

- 10 compliance
- 8 with notice for use of elevators not less than 2 floors going up and down
- 0 non compliance and notice

Reference: Reference: A.O. 117- (IRR 3.3.4) Except for the physically challenged and those carrying heavy loads, elevators shall be used only in going more than two floors up and down.

8. ELECTRICITY UTILITY BILL

- 10 they have copy of the bill
- 0 no copy of the bill

FUEL

1. INVENTORY LIST

- 10 with inventory list and assignments
- 6 with inventory list and no assignment
- 0 no inventory list and no assignment

2. MONTHLY FUEL CONSUMPTION REPORT/RECORD

- 10 with complete records of fuel consumption
- 6 incomplete fuel consumption
- 0 no consumption report

3. PREVENTIVE MAINTENANCE

- 10 with preventive maintenance schedule
- 0 no preventive maintenance schedule

Reference: Reference: A.O. 117- (IRR 3.3.6) To improve gas mileage:

4. RECORDS OF DAILY ENTRY AND DISPATCH OF SERVICE VEHICLES

- 10 with complete records of daily entry and dispatch
- 8 incomplete records of daily entry and dispatch
- 0 no record

5. RECORDS OF TRIP TICKETS

- 10 with complete records of trip tickets for each service vehicle
- 8 incomplete records of trip tickets for each service vehicle
- 0 no record

6. IDLING OF ENGINES WHILE WAITING AND/OR PARKING

- 10 no idling
- 6 1-5 idling
- 0 more than 5 idling

7. USE OF CME BLENDED DIESEL FUEL

$$= \frac{\text{No. of vehicles using CME blended fuel}}{\text{No. of vehicles used}} \times 10$$

Reference: A.O. 110. Section 1.2b2 – The 10% fuel reduction may be achieved thru substitution or blending of petroleum products with alternative fuels such as Coco-Methyl Ester (CME) in accordance with the provision of MC. No. 55.