	<b>ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION</b>		
	<b>QUALITY MANAGEMENT SYSTEM FORMS MANUAL</b>	Doc. ID	EPMPD-QF-01
		Effectivity date:	xx xxxx xxxx
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## SUBMISSION GUIDELINES


The documents pertaining to the application of CARE Institution to the DOE can be accessed through the link <https://bit.ly/DC-CARE>.

All applications, together with the required documents, should be submitted through a designated online platform. Please take note that submissions made through other e-mail addresses will not be deemed official by the DOE.

For further guidance, the following documents should be included in the e-mail of the applicant:

1. Duly accomplished CARE Application Form under Annex A  
(PDF File, File Name: "CARE\_Institution Name\_ApplicationForm.pdf")
2. One (1) Certified True Copy of Proof of Commission on Higher Education (CHED) recognized HEIs  
(PDF File, File Name: "CARE\_Institution Name\_ProofOfCommission.pdf")
3. Duly accomplished Proof of CARE's Office under Annex B  
(PDF File, File Name: "CARE\_Institution Name\_CAREOffice.pdf")
3. Duly accomplished List of Personnel Complement under Annex C  
(PDF File, File Name: "CARE\_Institution Name\_PersonnelComplement.pdf")
4. Duly accomplished List of On-going, Completed, Published Researches on Energy under Annex D  
(PDF File, File Name: "CARE\_Institution Name\_ResearchesOnEnergy.pdf")
5. One (1) Certified True Copy of Certificate of Program Compliance for Energy Related Courses (State Universities and Colleges)  
(PDF File, File Name: "CARE\_Institution Name\_CertProgramCompliance.pdf")
6. One (1) Certified True Copy of Government Recognition for Energy Related Courses (Private Institutions Universities and Colleges)  
(PDF File, File Name: "CARE\_Institution Name\_GovernmentRecognition.pdf")



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The Letter of Intent should at least include the following contents:

**<Date>**

**Chairperson of the Steering Committee**

Department of Energy (DOE)  
Energy Center, Rizal Drive  
Bonifacio Global City, Taguig City

Subject: **<Institution Name>** - CARE Institution Application (e.g., **Department of Energy – CARE Institution Application**)

Dear Mr. Chairperson:

Good day!

The **<Institution Name>** is hereby submitting its application for Center for Affiliated Renewable Energy and Energy Efficiency and Conservation (CARE) Institutions. The following documents are attached to this email for your reference:

1. Duly accomplished CARE Application Form under Annex A
2. Certified True Copy of Proof of Commission on Higher Education (CHED) recognized HEIs
3. Duly accomplished Proof of CARE's Office under Annex B
4. Duly accomplished List of Personnel Complement under Annex C
5. Duly accomplished List of On-going, Completed, Published Researches on Energy under Annex D
6. Certified True Copy of Certificate of Program Compliance for Energy Related Courses (State Universities and Colleges)
7. Certified True Copy of Government Recognition for Energy Related Courses (Private Institutions Universities and Colleges)

For your reference.

Thank you.

**<Name of Representative>**  
**<Position/Office/Institution>**  
**<Contact Details>**