ANNEX A (Reference: IAEECC Resolution No. 1, s. 2020 and Annex A of IAEECC Resolution No. 5, s. 2022)

Energy Audit Requirements

- Copy of Special Order / Memorandum designating an EEC Officer and Focal Person/s;
- EEC Plan/ Copy of Office Issuances, e.g., Department/ Office Orders/ Memorandum Circulars, regarding the implementation of EEC Program;
- 3. Copy of Latest Electricity Bill (One Month Only);
- Monthly Electricity and Fuel Consumption Report (2015 2023);
- 5. Lighting equipment inventory list with specifications;
- 6. Office equipment inventory list with specifications;
- 7. Air Conditioning Unit and Generator set Inventory list with specifications;
- 8. Motor Vehicle Inventory and Re-fleeting Program;
- Copy of Vehicle's preventive maintenance schedule (work order or official receipt as proof);
- Copy of a sample vehicle trip ticket;
- 11. Copy of approved Motor pool Log Book Monitoring of vehicle dispatch;
- Timelines for upgrading of energy consuming equipment to more energy efficient equivalents; and
- 13. Other pertinent supporting documents that the may be required by the DOE





DEPARTMENT OF ENERGY

GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP) ONLINE SYSTEM

User Manual 1.0

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- Be careful with the spelling of information that will be inputted into the system
- Fields with (*) are mandatory. The system will not proceed to the next step if these fields will not be accomplished

PART I Accessing the GEMP System Portal

Needed:

- Laptop/Desktop Computer
- Internet Connections
- Log-Credentials (Username and Password)

1. ACCESSING THE GEMP SYSTEM PORTAL

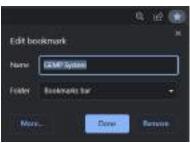
1.1 How to access the GEMP System URL

- **Step 1.** Open an internet browser (e.g. Google Chrome, Firefox, Microsoft Edge, etc.)
- Step 2. Type in the Uniform Resource Location (URL) of the GEMP System into the browser gemp.doe.gov.ph

Entry of URL into the browser

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Note: You may bookmark the page by clicking the " *****" icon on the right-most side of your browser to save the URL of the GEMP System for easier access in the future. You may rename the page to "GEMP System", then click the "Done" button.



Bookmarking the GEMP System URL

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GEMP System succes			

	Covernment of Energy Government Energy Mana (GEMP) System	gement Program
	Userneme	
(Password	
	SIGN IN	
Fo	rgot Password?	

GEMP System Login Page

1.2 How to Login

- Step 1.
 Type in your given login credential Username: Type of GE + GE Code

 Image: Department of Energy: Covernment Program

 Image: Covernment of Energy: Covernment Program

 Image
- Step 2. Type in the default/new password Temporary password: password123
- Step 3. Click the "Sign In" button.
- **Step 4.** Upon initial login, a pop-up window will display requiring the user to change the password.

Change Password:	
· Bear falses a	<u>Step 5</u>
Dathin Percent	<u>Step 6</u>
4 Charge Nerwyd	Step 7

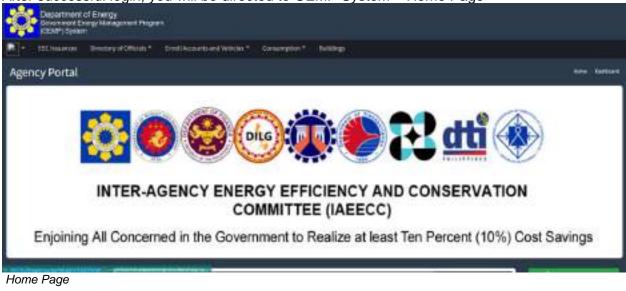
Change password window

- Step 5. Type in the new password
- **Step 6.** Retype the new password
- **Step 7.** Click the "Change Password" button

Once the password has been successfully changed, you will be automatically logged out of the system. To log in, follow steps 1 to 3 of the <u>How to Login.</u>

1.3 How to Navigate the Home Page/Dashboard of the GEMP System

After successful login, you will be directed to GEMP System – Home Page



The home page will display the following menu bars:

- EEC Issuance
- Directory of Officials (Head of Agency, EEC Officer and EEC Focal Person(s)

- Enroll Accounts and Vehicles (Electricity Meter/Account No.(s) and Motor Vehicles)
- Consumption (Electricity and Fuel)
- Buildings
- The home page also shows some miscellaneous features such as EEE Awardees, Top Performers GE, Frequently Asked Questions among others

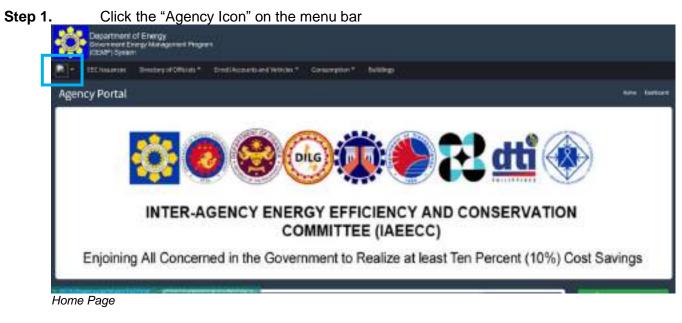
PART 2 Updating of Agency Profile

Needed:

- Official Logo of the Agency
- Updated Profile of the Government Agency
 - Agency Classification
 - Agency Group
 - Island Group
 - Official Name of the Agency
 - Address
 - Region
 - Province
 - City/Municipality
 - Barangay
 - Agency Email
 - Agency Phone No.
 - Agency Fax No.
 - Income Class (For LGUs)

2. UPDATING/EDITING PROFILE OF THE AGENCY

2.1 How to update/edit the profile of the Agency



Step 2. Click the "Profile" Button

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Peorla	<u> </u>	
	INTER AGENCY	ENERGY EFFICIENCY AND CONSERVATION
	INTER-AGENCT	COMMITTEE (IAEECC)
F	nioining All Concerned in the	e Government to Realize at least Ten Percent (10%) Cost Savings

Department of Energy Enveroment Energy Management Progra	2		
Inclasion (Invorgelations*	Block Account and whether T Conservative	· Anthre	
	\$		
Agency profile picture	I. General Information		
Test Run	Agency Code:	LGLI-25-009-01-1001-0605-000003	
	Agency Type:	ເຜ	
	Agency Classification:	City .	
	Agency Group:	City	
	Island Group:	Lapen	
	II. Profile of the Agenc	y.	
	Agency Name:	Test Run	
	Address:	Makati City	
	Region:	Region L	
	Province:	flacos Norte	
	Municipality/City:	Becarre	
	Berangay:	Buyon	
	Agency Emails	test;]gmail.com	
	Agency Phone:	0346467	
	Agency Fax:	154641*	
	Income Clause	1#	
	Remarks		
	Date Registration:	Feb 03, 2022 (12:07 pm)	
	छ हत्		

You will be directed to the Profile Page of the agency where you can see the general information and profile of the agency.

Profile Page

Step 3. Click the "Edit" button at the bottom part of the page and change the necessary information

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Agency Phone:	0246467	
Agency Fax:	154641+	
Income Class:	18	
Remarks		
Date Registration:	Feb 03, 2022 (12:07 pm)	
2 503		

Agency Profile Page

You will be directed to the Edit Profile Page where you can edit the following:

- Icon of the Agency
- Information/Profile of the agency
- Password of the main/primary account

Step 4. You may change the icon of the agency by clicking the "Choose File" button and uploading the desired image file.

Department of Energy Government Energy Management Progra (GEMP) System	ri -			
- EEC Inscances Directory of Officials -	Enrol Accounts and Valleclas * Consum	aton* Buildings		
(EUser profile picture) I. General Informati		ion		
Test Run Change Icon:	Agency Code:	LGU-25-009-01-1001-0605-000003		
Choose File No file chosen	Agency Type:	LGU		
	*Agency Classification:	City	¥.	

Step 5.	Update and/or	edit the necessar	y information of the agency (as needed).
	Covernment of Energy Covernment Energy Management Prog	pram	
	• TEC lawarium Directory of Officials •	Firmel Accounts and Vehicles * Core	umption * Thuistings
	User profile picture	I. General Informa	ation
	Test Run Change Icon:	Agency Code:	LGU-25-009-01-1001-0605-000003
	Choose File No file chosen	Agency Type:	LGU
		*Agency Classification:	City 👻
		Agency Group:	City. 👻
		Island Group:	Luzon 👻
		II. Profile of the Ag	gency
		*Agency Name:	
		*Address:	
		*Region:	NCR
		*Province:	llocos Norte 🗸
		*Municipality/City:	Bacarra 👻
		*Barangay:	Buyon
		*Agency Email:	test@gmail.com
		*Agency Phone:	0246467
		Agency Fax:	154641+
		Income Class:	1st 🗸
		III. Login Credenti	ials
		*Username:	testrun
		*Password:	
			Edit only if need to change password
		Remarks:	
		Date Registration:	Zeb 03, 2022 (12:07 pm)
		🕹 Submit 🍎 Go Back	
	Edit Page – Agency Profile		

Edit Page – Agency Profile: Change Icon



Step 6. Change the password by entering the new password in the text box (as needed)

testrun
Edit only if need to change password

Edit Page – Agency Profile: Change of password of the main account

Step 7. Once the necessary changes have been made, click the "Submit" button to save the data.

You will be directed to the	Profile Page where you	can see the updated details of the agency.
Department of Energy Covercent Drags Management Program (CDVP) Option		
🕘 • Hittakanas - Binchryoftifickis •	feedbacters of Whites * _ Consequent *	waig:
	I. General Information	
	Agency Code:	LGU-25-009-01-1001-0605-000003
	Agency Type:	LGU
Test Run	Agency Classification:	City
- 1	Agency Group:	City
	Island Group:	Lucon
	II. Profile of the Agenc	У.
	Agency Name:	Test Run
	Address	Government Compound, Brgy, Buyon, Bacarra, Rocos Norte
	Region	Region 1
	Prevince:	liocos Norte
	Municipality/City:	Bacarra
	Barangay:	Buyan
	Agency Emails	test@gmail.com
	Agency Phone:	6246467
	Agency Fax:	154641+
	Income Class:	161
	Remarks:	
	Data Registration:	Feb 03, 2022 (12:07 pm)
	🥵 Edit.	

Profile Page - Updated

PART 3 Submission EEC Issuances

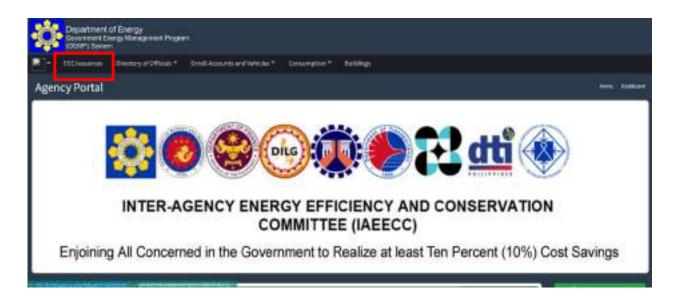
Needed:

Scanned Copy of Issuances related to Energy Efficiency and Conservation

3. Submission of Issuances on Energy Efficiency and Conservation

3.1 How to submit issuances on energy efficiency and conservation

Step 1: Click the "EEC Issuances" in the Menu



Step 2: Click "Add EEC Issuance"

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EEC Issuances				O ANTICIDATE O	hen Stieres
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- Borg Col d'Artes					Parasa dati

Step 3: After which, a pop-up dialog box will appear. Enter the necessary information as shown below, and upload the scanned file of the EEC Issuance.

Date Issued (
Title of EEC iss	uances (
	acters long and i	o special chara	coer)	10	
Name of Signa	tory i				
Scanned File (
and the second se	No file chrisen				
(Document file	size maximum e	(SMB)			

Step 4: Click "Upload EEC Issuance"



After clicking the "Upload EEC Issuance" button. You will be directed to the EEC Issuance Page wherein you can view/update/edit the said EEC Issuance.

PART 4 Submission of Directory of Officials

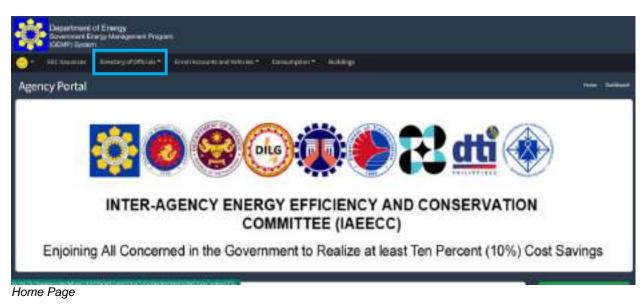
Needed:

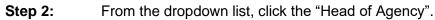
- Head of Agency
 - Updated Profile of the Head of Agency
- EEC Officer/Focal Person
 - Scanned Copy of the designation of an EEC Officer/Focal Person
 - Updated Profile of the EEC Officer/Focal Person
 - Preferred Username and Password for each EEC Officer and Focal Person

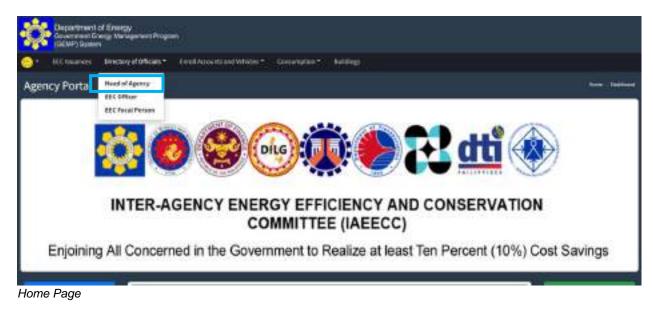
4. SUBMISSION OF DOCUMENTS AND INFORMATION OF THE AGENCY

4.1 How to submit the name of the Head of Agency

Step 1. In the Menu bar, click the "Directory of Officials"







You will be directed to the Head of Agency Page.

Step 3. Click the "Add Head of Agency" button.

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	Name **	Besignation **	Pector	Beganterwert Binstein -	Lasfiler An	Fast Bec ==	Enal	Sata al Berignation	atten Order -	Status.	Officer And of Texe	
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Head of Agency Page

You will be directed to the Data Entry Page for the Head of Agency.

Step 4. Enter the necessary information.

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Data Entry Page - Head of Agency

Step 5. Once you have entered the necessary information, click the "Submit" button to save the data. You will then be directed back to the Head of Agency Page where you can see the recently registered information.

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(Arrest)	uintee										Participation (and a

4.2 How to edit the information of the Head of the Agency

Step 1. Click the "Directory of Official" in the menu bar



Home Page

Head of Agency Page



Once you have selected the Head of Agency. You will be directed to its page.

Step 3. Click the *icon on the right side portion of the row of the Head of Agency you want to edit*



Head of Agency Page (edit)

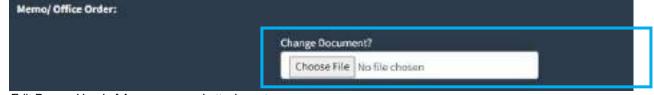
You will then be directed to a page where you can update and/or edit the information, attachment, and status of the Head of Agency.

Directory Of Officials - Test Run -	Edit
Designation:	Head of Agency
"Name:	Juan Dela Cruz
Position:	Secretary
*Department/ Division:	Department of Energy
*Landline No.:	8479-2900
Fax No.:	8840-2193
*Email:	officeofthesecretary@doe.gov.ph
Date of Designation:	
Memo/ Office Order:	
	Change Document?
	Choose File No file chosen
*Status:	Present Officer 👻
Officer End of Term:	Present Officer Pormer Officer
* Required Fields	

Step 4. Update/edit the necessary information of the Head of Agency (as needed).

Edit Page – Head of Agency

Step 5. Amend the attachment (as needed)



Edit Page – Head of Agency: amend attachment

Step 6. Change the status of the Head of Agency. If the official that was initially inputted is no longer the Head of the Agency, you can choose "Former Officer". For the registration of the new Head of Agency, repeat steps 1 to 5 of **Data Input:** Head of Agency. (as needed)

"Status:	Present Officer	×
Officer End of Term:	Present Officer Former Officer	
* Required Fields Note: Attachment Size Maximum of 15MB		
1 Submit D Go Back		

Edit Page – Head of Agency: Status

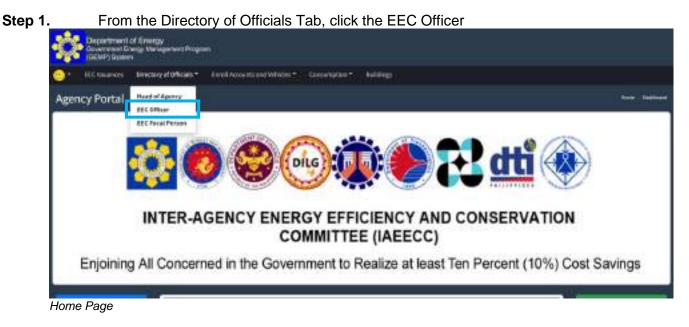
Step 7. Once the necessary changes have been made, click the "Submit" button to save the data.

You will be directed to the Head of Agency Page and show the updated details.

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F.	X8q47e	Teat if Apres	Secondary	10 No of the Associately	10111-2003	66840	official the end that yields a graph			Anne		

Head of Agency Page

4.3 How to submit the designation of an Energy Efficiency and Conservation Officer



You will be directed the EEC Officer Page.



EEC Officer Page

You will be directed to the Data Entry Page for the EEC Officer.

*Designation:	
	EEC Officer
*Name:	Andres B. Garcia
*Position:	- This field is required
*Department/ Division:	General Services Division
*Landline No.:	8479-2900
Fax No.:	8840-2193
*Email:	gsd@doe.gov.ph
*Date of Designation:	08/08/2022
*Memo/ Office Order:	Choose File EECO, EECP.pdf
	 This field is required - This field is required - This field is required
*Username:	abgeeco
*Password:	

Step 3. Enter the necessary information of the EEC Officer.

Data Entry Page – EEC Officer

Step 4. You will be required to upload an attachment relative to the issuance of the designation of the EEC Officer; and

*Memo/ Office Order:	Choose File EECO.EECFP.pdf
	- This field is required - This field is required - This field is required

Data Entry Page – EEC Officer: attachment of official issuance

Step 5. Create a new account for the EEC Officer to access the GEMP System.

Note: The account to be created by the EEC Officer is different from the main account that was initially given to the Agency.

*Username:	abgeeco
*Password:	
* Required Fields	
Note: Attachment Size Maximum of 15MB	

Data Input Page – EEC Officer: Account creation

Step 6. Once all the necessary information has been registered, the attachment has been uploaded and a new account was created, click the "Submit" button to save the data.

You will then be directed back to the EEC Officer Page where you can see the information that was recently registered.

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Depa	rtment of	Energy - Te	st Accour	it - Directory (9 Officials -	EEC Offic	e				0. 100000000000000000000000000000000000	
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EEC Officer Page

4.4 How to edit the information of an Energy Efficiency and Conservation Officer

Step 1. From the Directory of Officials Tab, click the EEC Officer



You will be directed the EEC Officer Page.

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2.	Clic	k the 🥊	² icon	on the ric	aht side (of the	row of th	ne EEC C	Officer vou	want	to edit.					
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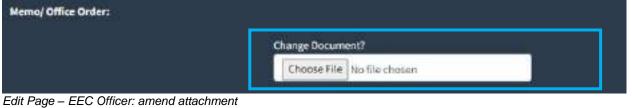
EEC Officer Page (edit)

You will then be directed to a page where you can update and/or edit the information, attachment, and status of the EEC Officer.

Covernment of Energy Government Energy Management Program (GEMP) System	roll Accounts and Vehicles * Consumption * Buildings
Test Run - Directory Of Officials -	Add
Designation:	EEC Officer 🗸
*Name:	Andres B. Garcia
Position:	Chief
*Department/ Division:	General Services Division
*Landline No.:	8479-2900
Fax No.:	8840-2193
*Email:	gsd@doe.gov.ph
Date of Designation:	08/08/2022
Memo/ Office Order:	Ē
	Change Document?
*Status:	Choose File EECO.EECFP.pdf Present Officer
Officer End of Term:	
*Username:	abgeeco
*Password:	
	Edit only if need to change password
* Required Fields	
Note: Attachment Size Maximum of 15MB	

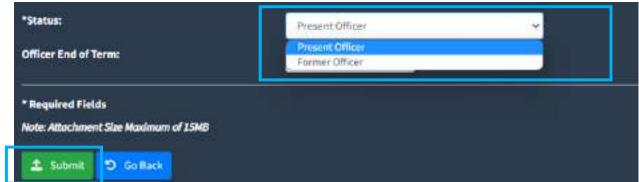
Step 3. Update/edit the necessary information of the EEC Officer (as needed)

Step 4. Amend the attachment (as needed)



Step 5. Change the status of the EEC Officer. If the official that was initially inputted is no longer the EEC Officer, you can choose "Former Officer". For the registration of the new EEC Officer, repeat steps 1 to 6 of **Data Input:** EEC Officer. (as needed)

GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP) ONLINE SYSTEM



Edit Page – EEC Officer: Change of status

Step 6. Once the necessary changes have been made, click the "Submit" button to save the data.

You will be directed to the EEC Officer Page and show the updated details.

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¥11	Emilo M. Aseriage	teconu	chief	General Services Division	0479-2000	1090- 2133	poljider proti	0.00.002	٦	Protect. officer		
1	entre R. Gerra	SIL OTHER	churt	Octoral Services Division	2479-2100	8040- 2110	petitiziani	64,09,0000		Tutesr Officer		

EEC Officer Page

4.5 How to submit the designation of an EEC Focal Person

Step 1. From the Director of Officials Tab, click the EEC Focal Person.

You will be directed to the EEC Focal Person Page.



EEC Focal Person Page

Step 3.	Enter the necessary information of	f the EEC Focal Person.					
-	Department of Energy Government Energy Management Program (GEMP) System						
	GEMP) System GEMP) System EC Issuances Directory of Officials * Enroll Accounts an	nd Vehicles * Consumption * Buildings					
-		no venicitas - Consumptions - Somitings					
	est Run - Directory Of Officials - Add						
Desi	ignation:	EEC Focal Person					
*Na	me:	Diana A. Reyes					
Posi	ition:	Head					
*Dej	partment/ Division:	Planning and Development Office					
*Lar	ndline No.:	8479-2900					
Fax	No.:	8840-2193					
*Em	ail:	pdo@doe.gov.ph					
Date	e of Designation:	08/09/2022					
Men	no/ Office Order:						
	2	Change Document?					
		Choose File No file chosen					
*50	tatus:	Present Officer ~					
Off	ficer End of Term:						
+10							
0.	sername:	dareeco					
*Pa	assword:						
		Edit only if need to change password					
* R	equired Fields						
Not	te: Attachment Size Maximum of 15MB						
	🕒 Submit 🍯 Go Back						
	a Input Page – EEC Focal Person						

You will be directed to the Data Entry Page for the EEC Focal Person. the necessary information of the EEC Eagel Dargon

 You will be required to upload of the EEC Focal Person; and 	an attachment relative to the issuance of the designation
*Memo/ Office Order:	Choose File EECO.EECFP.pdf
	- This field is required

Data Input Page – EEC Focal Person: attachment of official issuance

Step 4.

Step 5. Create a new account for the EEC Focal Person to access the GEMP System.

Note: The account to be created by the EEC Focal Person is different from the main account that was initially given to the Agency and the account created by the EEC Officer.

*Username:	dareeco	
*Password:		
	Edit only if need to change password	
* Required Fields		

Step 6. Once all the necessary information has been entered, the attachment has been uploaded and a new account was created, click the "Submit" button to save the data.

You will then be directed back to the EEC Focal Page where you can see the information that was recently registered.

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EEC Focal Person Page

Note: Multiple EEC Focal Persons can be designated and each of them can create an individual account in the GEMP System.

4.6 How to edit the information of an EEC Focal Person

From the Director of Officials Tab, click the EEC Focal Person.



Home Page

Step 1.

You will be directed to the EEC Focal Person Page.

Step 2. Select the Control on the right side of the row of the EEC Focal Person you want to edit.

Department of Energy - Test Account - Directory Of Officials - EEC Focal Person	Depa	rtment	of Energy -	Test Accou	NOR BLOOM								
D AM LEC Ford Herman 12 Incpurch Marc Date Think 3 w million Dependentify Canadree Feat Date of Different State of States					unt - Director	y Of Officia	als - EE	C Focal Person			Area Deste		(sin t
Dependently Landline Fax Date of Office Audio Au									04	A SEC Foral Per	ment (B) Har	sents head	doem
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Department) Landline fas Date of Office Austral	and the second	-	_		_	_	-		_				
		Rame	De ingration	Petition ""	The second se			Crud		office	Satur 11	Boatlaf	

EEC Focal Person Page (edit)

You will then be directed to a page where you can update and/or edit the information, attachment, and status of the EEC Focal Person.

Step 3. Update/edit the necessary information of the EEC Focal Person (as needed)

Test Run - Directory Of Official	s - Add
Designation:	EEC Focal Person 🗸
*Name:	Diana A. Reyes
Position:	Head
*Department/ Division:	Planning and Development Office
*Landline No.:	8479-2900
Fax No.:	8840-2193
*Email:	pdo@doe.gov.ph
Date of Designation:	08/09/2022
Memo/ Office Order:	Change Document?
	Choose File No file chosen
*Status:	Present Officer ~
Officer End of Term:	
*Username:	dareeco
*Password:	
	Edit only if need to change password
* Required Fields	

Edit Page – EEC Focal Person

Step 4.	Amend the attachmer	t (as needed)
Me	mo/ Office Order:	
		Change Document?
		Choose File No file chosen
Edit	Page – EEC Focal Person: am	and attachment

Step 5. Change the status of the EEC Focal Person. If the official that was initially inputted is no longer an EEC Focal Person, you can choose "Former Officer". For the registration of the new and other EEC Focal Person, repeat steps 1 to 5 of **Data Input:** EEC Focal Person. (as needed)

~	Present Officer	itatus:
	Present Officer Former Officer	fficer End of Term:
		Required Fields
		ote: Attachment Size Maximum of 15MB
		1 Submit D Go Back

Edit Page – EEC Focal Person: Change of status

Step 6. Click the "Submit" button to save the changes made.

You will be directed to the EEC Focal Person Page and show the updated details.

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epa	rtment	of Energy -	lest Acco	unt - Director	y Of Offici	als - EE	C Focal Person			and lines	annar ee	
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m li	* settin	1								lines to		
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EEC Focal Person Page

PART 5 Enroll Accounts and Vehicles

Needed:

Electricity Meter Accounts
 Electricity Meter Accounts Information

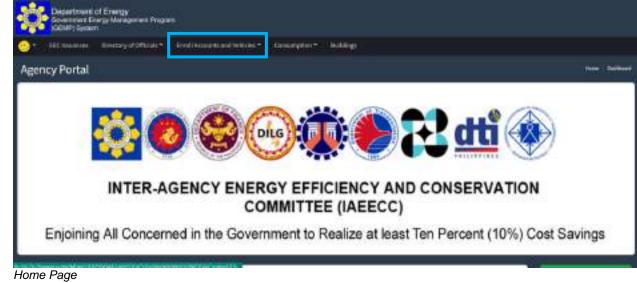
Motor Vehicles

Motor Vehicles Information

5. ENROLL ACCOUNTS AND VEHICLES

5.1 How to Enroll Electricity Meter/Account Number(s)

Step 1. Select the "Enroll Accounts and Vehicles" in the menu bar



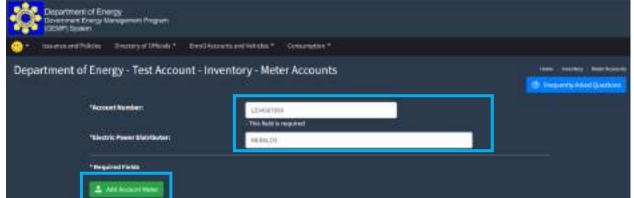
Click the "Electricity Meter/Account Number(s)" Step 2.

Department of Government Dree (DEMP) Dysters	Enorpy gy Merogeneril Program		
😏 - bereine mit Pole	ar Diversionly of Officials *	Ewell Accounts and Vehicles *	
Agency Portal		Klanchicky Materiansant	nen helbest
		NTER AGENCY ENERGY EFFICIENCY AND CONSERVATION	

Home Page

You will be directed to the Data Entry Page for the Electricity Meters/Accounts.

Step 3. Enter the necessary information such as the electricity meter/account no. and the name of the electric power distributor



Data Entry Page: Electricity Account/Meter

Step 4. Once you have entered the necessary information, click the "Add Account Meter" button to save the data.

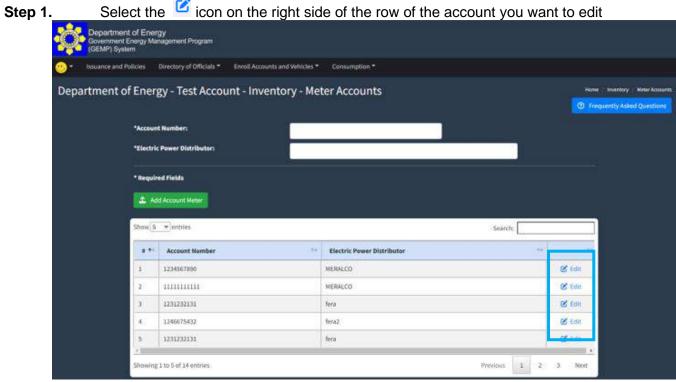
You will then be directed back to the Electricity Meter/Account Page where you can see the information that was recently registered.

Note: All electricity meters/accounts of the agency must be registered in the GEMP System.

nt of Ene	rgy - Test Account - Inve	ntory - Meter Accounts	1	ome (Inventory)
				Frequently Asia
*Accor	unt Number:			
*Elect	ric Power Distributor:		<u> </u>	
		4	8	
* Regs				
	lired Fields			
	Add Account Meter			
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	Add Account Meter	** Electric Power Distributor	Search:	
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Show 1	Add Account Meter	MERALCO	te a	
Show 3 2	Add Account Meter S Account Number Account Number 1234567950 111111111	MERALCO MERALCO	ta Sedit. Sedit.	

Electricity Meter/Account No. Page

5.2 How to edit electricity meter/account number



Electricity Meter/Account No. Page

Step 2	-
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Update/edit the necessary information of the electricity meter/account.

Department of Energy Sciences Energy Management Program (DEMP) System		
🕒 - Issues and Policies — Directory of Officials * - Di	nil Assams and Websites * Consumption *	
Department of Energy - Test Account	- Inventory - Meter Accounts	D Report And Contact
"Accessed Texandren	12562(188-449)	
"Electric Passer Electricates	14E304.03	
* Required Fields		
1 HEADDENNE 2 M	Marken Meter	

Electricity Meter/Account No. Page

Step 3. Click the "Edit Account Meter" button to save the changes made.

You will then be directed back to the Electricity Meter/Account Page where you can see the information that was recently revised.

Covernment (GEMP) Syst	nt of Ene Energy M tem	xgy Ianagement Program			
😬 🔹 Issuance and i	Policies	Directory of Officials * Enroll Acc	ounts and Vehicles * Consumption *		
Department o	of Enei	rgy - Test Account - Inv	ventory - Meter Accounts		None Inventory Meter Acco
	*Accou	nt Number:	10		
	*Electr	ic Power Distributor:			
	* Requi	ired Fields			
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				12	
	Show	5 ventries		Search	
_		Account Number	Flectric Power Distributor	(44	-
	1	1234567890-edit	MERALCO		🗭 Edit
	2.	11111111111	MERALCO		😸 Edit.
	1	1231232131	feró		🕑 tát
	4	1246675432	fera2		🕑 Edit
	5	1231232131	fera		🕑 Edit
	showin	ng 1 to 5 of 14 entries		Previous 1 2	(3 Next)

Electricity Meter/Account No. Page

5.3 How to enroll motor vehicle

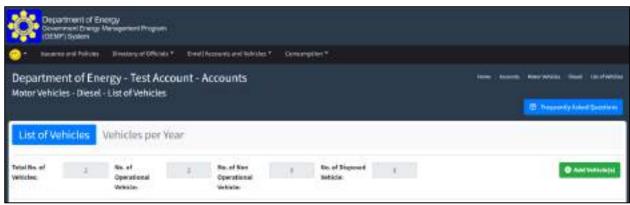
Step 1. From the Enroll Account and Vehicles Tab, click the motor vehicles. Another dropdown list will show the type of engine/fuel (Diesel and Gasoline). Choose the type of engine of the vehicle that you want to register.

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gency Portal	Electricity Mater Accessed		(Here) Beet
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	Mederoe		
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Home Page

Once you have selected the type of engine, you will be directed to the Vehicle Page (per type of engine/fuel)

GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP) ONLINE SYSTEM



Vehicle Page

Step 2. Click the "Add Vehicle(s)" button

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		ergy - Test Acco - List of Vehicles	ount - A	Accounts				house Assessed Benerication Society (Mont Society Manual Society (Mont Society Manual Society Ma
List of Ve	hicles	Vehicles per Ye	ar					
Total Ro. of Vehicles	4	No. of Operational Vehicles	- 탄)	No. of Kee Operational Vehicle	1	No. of Signand Behicle:	3	O ANT WANTER

Vehicle Page

You will be directed to the Data Input Page for Vehicle.

Step 3.	Enter the ne	ecessary information of t	he veh	nicle.		
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	• Instance and Policies Direct	ory of Difficials.* Execut Accounts and Vehicles.*	Comumption -			
	Department of Energy - Motor Vehicles - Diesel - List of	Test Account - Accounts Wehicles			/	, Azounta , Mater Melocin , Denai , Lin et Weicho D Programtty Asland Questions
	I. Specificatio	ns				
	*Plate No.:	ABC123				
	*Vehicle Category:	SUV	~			
	*Model/Brand Name:	Toyota				
ľ	*Year Model:	2019				
	Year of Acquisition:	2020				
	*Owned/Rent:	Owned	~			
	Type of Fuel:	Diesel	.			
	*Transmission:	Manual	~			
	2	Go Back 🕹 Add Vehicle				

Data Input Page - Vehicle

Step 4. Once you have entered the necessary information, click the "Submit" button to save the data.



You will be directed to another page where you can indicate the status (Operational / Nonoperational) of the vehicle from the year of acquisition to the present period. On the left side portion, it will display the specifications of the vehicles that you have initially entered.

🕗 = Issuance and Polic	es Directory of Officials *	Enrol Accounts an	d'Vehicles T Cor	numption +		
Department of E Motor Vehicles - Dies	nergy - Test Acco el - List of Vehicles	unt - Accoun	ts		Hieme Accounts	Mage Welcos Diese Lie et Welcos
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*Model/Brand Name:	Toyeta	. ·				
Tear Model	2019					
"Near of Acquisitions	2020					
*Owned/Rent:	Danied -	i i				
*Type of Fuel:	Diesel -					
"Transmission:	Markad					

While on the right side of the page, is the portion where you can enter the status of your vehicle for a specific year.

Step 5. Indicate the respective status of the vehicle from the year of its acquisition.

Years	2029	👃 "Status:	-	🚖 Add Recont
	2022	1 This field is required ! 1	this field is	
	2021	required This field is re	quired	
	2020			
	2019	Year	Status	
	2018 2017	rear	status	
	49.11			

Status Entry Page - Year selection

Step 6. Select the status of the vehicle for the specific year,

202	5	Status:		🔔 Add Reco	±
a.			Operational Non-operational Per Disposal		
		Year		Status	Т

Status Entry Page - Status Input

Step 7. Once done, click the "Add Record" button to save the data entered. The table below will show the record of the vehicle.

Year: 2	022 🤍 "Status:	~	🚨 Add Record
	Year	Status	
1	2020	Operational	

Step 8. Repeat steps 5 to 7 to complete the record of the vehicle from the year of acquisition to the present.

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epartment of En- otor Vehicles - Diesel	the second s	unt - Accounts		9094 (Accura According Basa (20174)
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enemberien:	Margad -				

5.4 How to view/edit the information of motor vehicle

Step 1. From the Enroll Account and Vehicles Tab, click the motor vehicles. Another dropdown list will show the type of engine/fuel (Diesel and Gasoline). Choose the type of engine of the vehicle that you want to view/edit.

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	Biotar Vehicles + Diseast Cateline	
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	COMMITTEE (ARECC)	
	INTER AGENCY ENERGY EFFICIENCY AND CONSERVATION COMMITTEE CALECCI	

Home Page

You will be directed to the Vehicle Page per type of fuel.



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Vehicle Page (per fuel type)

You will be directed to the Edit Page - Vehicle. On this page, you can edit the specification of the vehicle and its status during various periods

Step 3. To edit the specification, click the "Edit Vehicle".

Department of Ene Votor Vehicles - Diesel 1	rgy - Test Account - rehicles	Accounts			neer hand betracks had
Specifications		II. Status of	Vehicle from 2015 to Curre	vit Year	
Sales Block	ARGEN	******	- 'Entry		A remot
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pe of Fuel:	final				



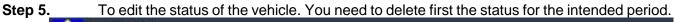


Step 4. Enter the necessary information on the pop-up window that will appear.

Department of En		I. Specifications		
	Were care		-961212	D have been
Specifications		White California	3.9	
specifications		*Brock(WarnerManner)	Train	
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	(instant)			
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_	144.44			

Edit Page - Vehicle (per fuel type)

Once you have entered the necessary changes, click the "submit" button to save the data.



Department of Ene Notor Vehicles - Diesel V		Accounts			and Annual Sectore Sector
. Specifications		II. Status of	Vehicle from 2015 to Curr	erit Year	
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type of Fuel:	Brief -				
and the second s	mand -	改			

Edit Page - Vehicle (per fuel type)

Please note that every time you delete some information, a confirmation window will show to avoid accidental deletion of information.

Department of Energy	gy-Test Account	Accounts			
Notor Vehicles - Diesel Ve	thickes				C means that Dide
Specifications		II. Status of	Vehicle from 2015 to Cum	unt Vear	
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Edit Page - Vehicle (per fuel type)

Step 6. Then choose the period you want to change the status of the vehicle.

Weers:	2000 🗸 Status:	· ·	C. And Record
	2020	and the second s	
	2014	Status	
140	2017 2014	Operational	
2	2013	Operational	

Edit Page - Vehicle (per fuel type)

Step 7. Enter the status of the vehicle for the chosen period II. Status of Vehicle from 2015 to Current Year

ears 202	- *Stati	NT	Add Record /
		Operational	
	Vear 5	Non-operational	
		For Dispacel	
÷	2021		
2	2022	Operational	

Edit Page - Vehicle (per fuel type)

Step 8. Click the "Add Record" to save the changes made. You will then be directed to the Page of the vehicle

Dimens Int	server Officials	serbardiens* Denarty	ear balange		
Department of Ener Notor Whicles - Diesel V		- Accounts			The second second second second
Specifications		II. Status o	f Vehicle from	2015 to Current Year	
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Vehicle Page - Status

PART 6 Consumption – Electricity and Fuel

Needed:

- Electricity Consumption Reports
 Scanned Copy of the Electricity Consumption Bill
- Fuel Consumption Reports
 Scanned Copy of the Summary of Fuel Consumption

6. SUBMISSION OF ELECTRICITY AND FUEL CONSUMPTION REPORTS

Notes:

- All Electricity meter/account numbers should be registered prior to the submission of consumption data.
- Electricity consumption report to be accomplished per meter/account no.
- Information to be entered:
 - o Consumption in KWh/month
 - Consumption in Peso/month
 - o Copy of electricity bill/month

6.1 How to submit electricity consumption report

Step 1. Under the Consumption Tab, click "Electricity"

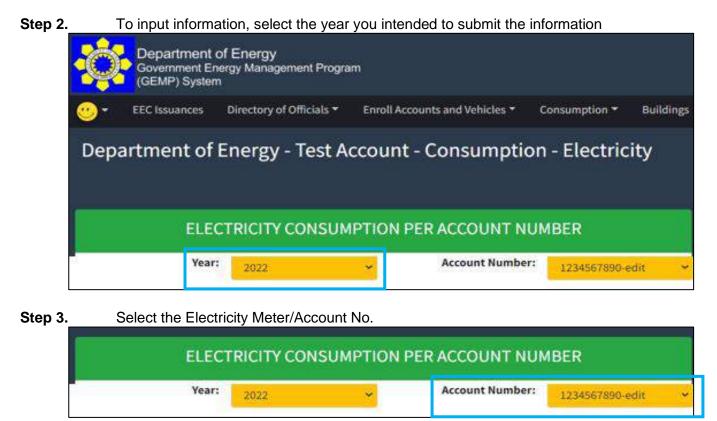


Home Page

You will be directed to the Electricity Consumption Entry Page where you can enter your monthly consumption per year, per electricity meter/account.

	int of Energy t Energy Management Pi stem	rogram			
- EEC Issuance	s Directory of Officials	s + Enroll Accounts	and Vehicles *	Consumption	n = Building
	of Energy - Tes				ricity
	ear: 2022	and the second second	Account Num		390 edit - 1
Month	kWh Consumption	Php Consumption	Cost/kWh	Scanned Files	
January	0,00	0.00	0.00		Submit/Edit
February					Submit/Edit
March					Sutimit/Edit
April					Submit/Edit
Мау					Supmit/Edit
June					Submit/Edit
July					Submit/Edit
August					Submit/Edit
September					Submit/Edit
October					Submit/Odit
November					Submit/Edit
December					Submit/Edit
Total Comumption	0,00	0.00			
Ave. Consumption	nan	nan	nan		

Data Entry Page – Electricity Consumption



Step 4. Click the "Submit/Edit" button for the respective month

Departmen			ounts and Vehicles 👻	Consumption	 Building
	ELECTRICITY CO	DNSUMPTION P	- Consumpt	NUMBER	ricity
	2022	~		17345678	90-edit
Month	2022		ion Cost/kWh	12345678	90-edit
Month January	kWh Consumpti 0.00		tion Cost/kWh	Scanned Files	90-edit Submit/Edit
January	kWh Consumpti	on Php Consumpt		12345678	
Month January February March	kWh Consumpti	on Php Consumpt		12345678	Submit/Edit

Step 5. Enter the electricity consumption data and the copy of the electricity bill in the pop-up window that will show.

States in the second se	a la forma La superiore de la superiore Maria		www. www.			
Department	of Energy - Test Accou	nt - Consumption - t	Tertricty			
			the Month of January, 2022			
	LECTRICITY CONSUMPTION	*Account Number	(Delland)	177 100		
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long:				Lawrence	38.86.0	1.8.

Once you have entered the necessary information and attachment, click the "Submit" Step 6. button to save the data.

6.2 How to edit the electricity consumption report

To edit information on electricity, kindly follow steps 1 to 6 of Data Input: Electricity Consumption

6.3 How to submit fuel consumption report

Notes:

- All light/service vehicles should be registered prior to the submission of consumption data.
- Fuel consumption report to be accomplished per vehicle.
- Heavy equipment such as trucks, bulldozers, etc. are non-mandatory
- Fuel consumption of equipment/vehicles other than light/service vehicles should not be included in the submission of the fuel consumption report. A separate module will be developed for this portion.
 - Information to be entered:
 - Consumption in Liters/month

 - Consumption in Peso/month
 Odometer reading Start and End of the Month
 - Copy of summary of receipts/month



Home Page

You will be directed to the Fuel Consumption Entry Page where you can enter your monthly consumption per year, per vehicle.

Bagant					numpter Addi				
Depart	ment of Energ	y - Test Acco	ount - C	onsumption	+ Fuel				
				FUEL CONSU	MPTION PER FUI	EL TYPE			
	" 1911.			Facilype:	ne v		Plate Harre		
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Data Entry Page - Vehicle

Step 2. To input information, select the year you intended to submit the information

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Department of	Energy - Test A	ccount - Consumpti	on - Fuel				
		FUEL CO	NSUMPTION	PER FUEL TYP	ŧĖ		
Vier and		Fiel Type	Tana.	-	Rejeñsen	444	÷

Step 3.	Select the Fuel Type		
	Department of Energy - Test Accourt	nt - Consumption - Fuel	
		FUEL CONSUMPTION FER FUEL TYPE	
	Yest: and	Fael Type:	Plate Note:

Step 4. Select the Vehicle/Plate No

Department of Energy - Test Act			
	FUEL CONSUMPTION PER FUEL 1	YPE	
Vent: and w	Pael Type:	Plate Non:	

Step 5. Click the "Submit/Edit" button for the respective month

Depart	tment of Energ	gy - Test Acco	ount - C	onsumption -	Fuel				
i.				FUEL CONSUM	IPTION PER FUE		Plate North		
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Herth	Consum		Cestifier	Subveeter	rðauðing	Distance Proveded	Dat Midney (Coldier)	Starmed File	Taken der

Step 6. Enter the fuel consumption data and the summary of bills for the refueling in the pop-up window that will show.

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				HERE'DO	W	Consumption for the Month of March, 2022	
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Step 7. Once you have entered the necessary information and attachment, click the "Submit" button to save the data

You will then be directed to the Vehicle Page where you see the information that has been recently added.

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	and so the art the	and the second second second		Street Water					
				FUEL CONSUM	PTION PER FUI	L TYPE			
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Mareth Interary Second	121.00	0.630.00	70.06	113458	11794	4015	61.59	۵	

6.4 How to edit fuel consumption report

To edit information on electricity, kindly follow steps 1 to 7 of Data Input: Fuel Consumption

PART 7 Building, Office, and Inventory

Needed:

Buildings/Offices

- General Information of Buildings
- General Information Offices
- Inventory Reports of the following per building/office
 - Air-conditioning Units
 - Lighting Fixtures
 - Other Energy Consuming Equipment

7. HOW TO SUBMIT BUILDING, OFFICE, AND INVENTORY REPORTS

7.1 How to enroll building of the agency

In the Menu Bar, select "Buildings" Step 1. t of Everor Direc tory at 0 Agency Portal RESOLUTION NO. 1. 5. 2020 Directing All Government Agencies, including the Local Government Units (LGUs) and Foreign Service Posts, to Comply with the Government Energy Management Program (GEMP), Ordering the Department of Energy to Conduct Energy Audits and Spot Checks. and Submit Proposed Improvements to the GEMP

You will be directed to the Buildings Page.

Step 2. Click the "Add Building(s)" button.

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2.0 Designation	F0 antines							1040 004

Step 3.

- You will be directed to the Data Entry Page where you will be asked to provide the following information under – I. General Information:
 - Date of Establishment/Construction of the Building/Facility
 - Electricity Meter/Account No. (Dropdown)
 - Name of the Building/Facility •
 - Address where the building/facility is situated •
 - Ownership (Leased or Owned)
 - No. of floors of the facility •
 - Gross Floor Area (m²) •
 - Gross Airconditioned Area (m²)
 - Remarks

Department of Government Energy (GEMP) System	Energy gy Management Prog	ram		
😔 👻 EEC Issuances I	Directory of Officials 🔻	Enroll Accounts and Vehicles *	Consumption *	Buildings
Department of E Add Building O Go Back		Account		
*Date Established/Constructed:	2016			
*Electricity Account Number:	123456789			
*Name of Building:	Main Building			
*Address:	BGC, Taguig City			
*Leased/Owned:	Owned 👻	<u> </u>		
*Total No. of Floors:	4	*Gross Floor Area (m²):	400	
*Gross Airconditioned Area (m ²):	350	*Total No. of Occupants:	150	
Remarks:	Con.			1

Step 4. Once you have entered the necessary information, click the "Add Building" button to save the data.

(m²):		 	414	
Remarks:				
	1 Add Building			

You will be directed to the Buildings Page and show the recently registered information.

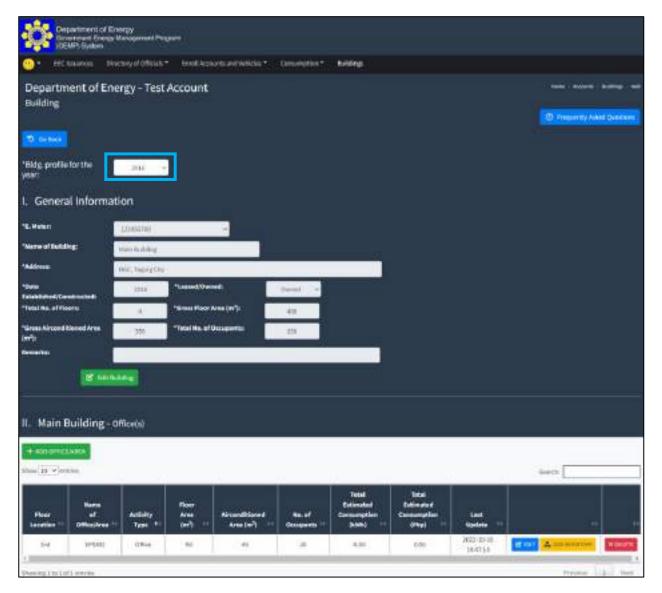
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Bears.	I for a set of the set					Protest 1 New

7.2 How to enroll Office of the building

Step 1. Under the Building Page, click the "View/Edit" button

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Berty	1 hi 1 of 1 service						Private 1 Ann

You will then be directed to the Data Entry Page. By default, the "Building Profile for the year" will display the Date of Establishment/Construction of the Building or the year 2015, whichever is the most recent.





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na()) () and	ne ne ne					Extinated Conservation (AMP)	Estimated Commençation			+

Step 3.

In the pop-up window that will show, enter the following information:

- Name of Office/Area
- Activity type of office
- Floor location of the office/area
- Gross floor area of the office/area
- Air-conditioned area of the office/area
- No. of occupants (refers to the regular employee of the office. Clients or Customers can be included under the remarks for reference)

- 1		402
350	*Total No. of Occupants:	190
	*Name of Office/Area:	EPSMD
ing -	*Activity Type:	Office
	*Floor Location:	3rd
ice(s)	*Floor Area (m²):	(: 50);
	*Airconditioned Area (m ²):	45
	*No. of Occupants:	20
Activity	115	2. Submit: O Close
туре 🕂	Arua (m²) ··· Arua (m²)	- Occupants - (kwh) - (Php) - Update -
		No-data available in table

Step 4. Once all the necessary information has been entered, click the "Submit" button to save the data.

You will be directed to the Building Page where you can see the information of the building under -I. General Information and information of office/area under -II. Main Building.

Department of Conservant Er	d Energy and Mangaron Prog	*					
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Department of Building	Energy - Test /	Account					Same amount hading Add
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	100			11		- www.	ALC: THE AC

Note:

Initial information that will be submitted in a specific year will automatically be carried over to the succeeding years, up to the present.

However, the omission of data will only reflect on the specific year that you intend to revise. The system will not automatically apply the changes (deletion) to the succeeding years

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7.3 How to submit inventory reports of air-conditioning units

Before proceeding to the submission of inventory reports, you must enroll first ALL buildings including its office in the GEMP System. The inventory will be registered per office/area

Step 1. Under the Building Page, click the "View/Edit" button

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	irtment of Energy Buildings	- Test Account			500 Austra	- Building - Lines Build
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	watte				Search	
	arthu af Batting	Jana Balandishedi Constructuat	Loased/ Durned	Address -11	Bate 10	

You will then be directed to the Data Entry Page. By default, the "Building Profile for the year" will display the Date of Establishment/Construction of the Building or the year 2015.

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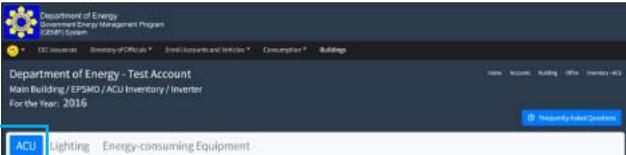
Step 2. Scroll down and under the "II. Main Building – Office(s)", click the "add inventory"

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-									114

You will be directed to the Inventory Page where you can see the different type of energy consuming equipment that you can register in the system, to wit:

- Air-conditioning Unit (ACU) Inverter and Non-Inverter/Conventional
- Lighting Light Emitting Diode (LED) or Non-LED
- Energy Consuming Equipment (Desktop Computer, Laptop, Printer, Scanner, CCTV, Refrigerator, Server, etc.)





Step 4.

Select either Inverter or Non-inverter

Cepartment of Energy Southment Energy Management Preparent (CEMP1 Spream)	
😋 • IIC house an Doutzy of Official • Devillance duard initial • Concernation • Bookings	
Department of Energy - Test Account Main Building / EPSMD / ACU Inventory / Inventor For the Year: 2016	Hand Second Building (1979) (Second Veta
ACU Lighting Energy-consuming Equipment	
Busine Bactories	

Step 5. Once you have chosen the category of the ACU, click the "Add Inverter/Non-Inverter Air-conditioner(s)" button

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Departm	nent of ling/EP	f Energy - SMD / ACU	- Test Acc	count							-	ang ofice	
	Lightin		rgy-consi	uming Equ	alpmen	8:							
Type el e ACU	9400	Seal) Applied	Cooling Coperity (K//br)	Capacity Barling (HarTH)	Ppeer hypet (W)	(13)	Ro.of aperating boart/day	No. of days per moth	Quantity	Estimated Conception (kww(/(tr)	Estimated Comanytion (Php(/(9)	Date Added	Own/ Leased
1014										0.80	1.07		

Step 6.

In the pop-up window, enter the following information:

- Type of Lamp (Bulb, Linear, etc.) Dropdown or you can directly type in box the type of Lights if not included in the pre-identified list of Lights.
- Wattage of the light (Watts)
- No. of operating hours per day
- No. of days per month
- Quantity
- Status (Operational or Non-operation)

'Type of Lamp:	Linear
Wattage (W):	16
'No. of operating hours/day:	8
*No. of days per month:	21
Quantity:	26
*Status:	Operational V

Step 7. Click the "Submit" button

You will then be directed back to the Inventory Page where you can see the recently registered information.

	erwoest Griesge Mar AP) System								
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tit in Di Collesi Type af	ers + Anter	Wetaga	Ro. of sporteling	Hu, of days	gunth) ji	Consumption	Consumption		Montes 22

To register other ACUs (Inverter/Non-inverter), repeat steps 1 to 7 of Data Input: Inventory - ACU

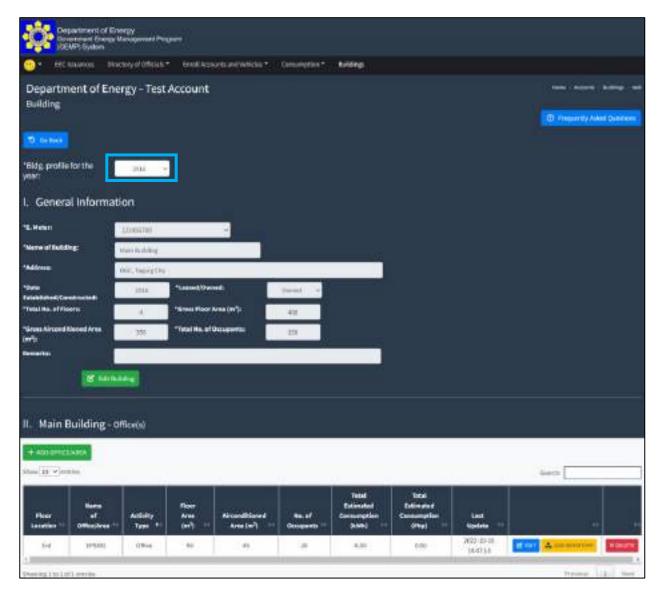
Note: The Estimated Consumption in KWh will be computed based on the information provided by the GE. While the corresponding consumption in PhP will be computed by multiplying the estimated KWh consumption multiplied by the average electricity rate for the respective year. The Average rate will be extracted from the data input in the electricity consumption report.

7.4 How to submit inventory report of lighting system

Step 1. Under the Building Page, click the "View/Edit" button

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Berry	1 hi i off i service						Polyton 1 New

You will then be directed to the Data Entry Page. By default, the "Building Profile for the year" will display the Date of Establishment/Construction of the Building or the year 2015.



Step 2. Scroll down and under the "II. Main Building – Office(s)", click the "add inventory"

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Department of Building	Energy - Test	Account						D. Presently Adult Conference
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16. Heter	Lineans							
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1. Sheeing 130 Ltd.) onton								Proven 12 Nert

You will be directed to the Inventory Page where you can see the different type energy consuming equipment that you can register in the system, to wit:

- Air-conditioning Unit (ACU) Inverter and Non-Inverter/Conventional •
- •
- Lighting Light Emitting Diode (LED) or Non-LED Energy Consuming Equipment (Desktop Computer, Laptop, Printer, Scanner, CCTV, • Refrigerator, Server, etc.)

Step 3. Select the Lighting

Department of Energy Department Fragment Program DEMP: System			
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Department of Energy - Test Account Main Building / EPSMD / Lighting Inventory / LED For the Year: 2016		tione Account Balling (M)	e beerten tigting mikeli (sentang
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tute.	3.08	819	

Step 4.	Select either LED or Non-LED			
	Department of Energy Sourcement Drang Management Program (DEMP) System			
	😑 * III suaries Decay allficats* break covers and heides * Consequent * Notings			
	Department of Energy - Test Account Main Building / EPSMD / Lighting Inventory / LED For the Year: 2016		iner Anne Balling (Ma	Added granting
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	tota.	3.08	819	

Step 5. Once you have chosen the category of the ACU, click the "Add LED/Non-LED" button

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Tape el e ACU	+ 11	Seat/ Apdrest	Coeffing Capacity (K)/br)	Copycity Rating (HarTE)	Ppent topot 141		Ro.of aperating fears)day	No. of days per month	Quantity	Extracted Extraction (kWNL/(7)	Extended Consumption (Phat/(1))	Sale Added	Curl Less

Step 6.

- In the pop-up window, enter the following information:
- Type of ACU (Window-type, Wall-mounted, Ceiling-mounted, etc.) Dropdown or you can directly input the type of ACU if not included in the pre-identified list of ACU.
- Year acquired
- Cooling Capacity in Kilojoules per hour (kJ/hr)
- Capacity of the ACU in Horsepower (HP) or Tons of Refrigeration (TR)
- Power Input in Watts
- Energy Efficiency Ratio (EER)
- Quantity
- No. of operating hours per day
- No. of days per month
- Ownership (Owned or Leased)
- Status (Operational or Non-operational)

Aquired: 1g Capacity (KJ/hr): :ity Rating (Hp/TR):	2017 9000	Home A
	9000	Home A
ity Rating (Hp/TR):		
	1 HP	
r Input (W):	900	
	10	
ıtity:	3	
of operating hours/day:	8	
of days per month:	21	
ed/Leased:	Owned 🛩	Eve
151	Operational +	Consi (Ph
	r input (w): of operating hours/day: of days per month: ied/Leased: us:	10 10 10 of operating hours/day: af days per month: 21 red/Leased: Owned

Step 7. Once you have entered the necessary information, click the "Submit" button to save data

You will then be directed back to the Inventory Page where you can see the recently registered information.

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Apartmen Nain Building or the Year:					ŕ							10-10 A	1994) (199	Hag : 2014 1	
	ghting	Energy	y-consu	uming F	lquip	men	ţ.;								
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1000	+ Atliner	Pearl Pearl Against	Caseling Caseling (KUN)	Liquidy Roting (49,110)	Posent Ingat 340		No. of specifing hourselay	Ho, of days per month	quetity	Estimated Consumption (00%)/(3)	Rationaled Companyation (Phys.)(19)	Dudu ddded	Own/		

To register other lighting systems (LED/Non-LED), repeat steps 1 to 7 of Data Input: Inventory - Lights

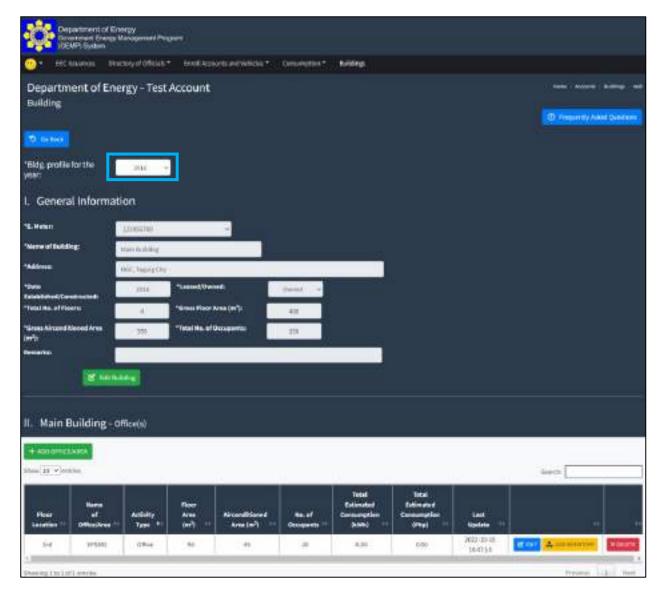
Note: The Estimated Consumption in KWh will be computed based on the information provided by the GE. While the corresponding consumption in PhP will be computed by multiplying the estimated KWh consumption multiplied by the average electricity rate for the respective year. The Average rate will be extracted from the data input in the electricity consumption report.

7.5 How to submit inventory report of office equipment

Step 1. Under the Building Page, click the "View/Edit" button

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Depart List of Bu	ment of Energy - vildings	Test Account			-	er ersens heling (northold D Tradaretty fielded Question
List of	Buildings Build	dings Per Electricity A	ccount Number	Summary		
	Total No. of Selidings.	· •				O sat hat big t
Dev 3 Y	arthe					Serects
	Bana a' Baldry	Bele Butattished Constructed	Loused?	Address	tato Addud	
	on Rolding	8118	Queed	BSC THERESTY	300-0-0.040707	Colorado da Colorado

You will then be directed to the Data Entry Page. By default, the "Building Profile for the year" will display the Date of Establishment/Construction of the Building or the year 2015.



Step 2. Scroll down and under the "II. Main Building – Office(s)", click the "add inventory"

Constitutes Descriptions	tof Energy Trans Vanagement Pa	ngrant .							
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Department of	f Energy - Test	Account						turn boom binne	-
Building								D Preservity Asked Control	
D Debice									
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*Deta Talabilitet Constructed	1014	*Leased/Owiesd)	1	Send .					
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II. Main Buildir	ig - Office(s)								
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1 19	AUI O'Bie	- M.	- 49		4.30	0.00	184738		
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You will be directed to the Inventory Page where you can see the different type energy consuming equipment that you can register in the system, to wit:

- Air-conditioning Unit (ACU) Inverter and Non-Inverter/Conventional •
- •
- Lighting Light Emitting Diode (LED) or Non-LED Energy Consuming Equipment (Desktop Computer, Laptop, Printer, Scanner, CCTV, Refrigerator, Server, etc.) •

Step 3. Select the Energy-Consuming Equipment

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Main	Dartment of E Building / EPS the Year: 2016	Energy - Tei MD / Energy-c	st Account		Consequior * Bolda		toria (Norma) tar	ning the leases here	n de fan menge fan samment I Aldan I Queretta ana
AC DA		Energy-	-consuming I	Equipment					
	Type of Office Equipment	States	Wattage DM	So, of operating hours(day	Ho, of Days per county	Quette	Extinated Cancentption (AWN) (M)	Estimated Consumption SPhat/(P)	Rate Addard
305	e.						1.46	0.09	

Step 4. Click the "Add Office Equipment" Button

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0	TEC Security	Sinutary of Office	44* Drodikica	ents and Tel Makes *	Consequent : Build	19 ()			
Main	bartment of I Building/EPS the Year: 2016	MD / Energy-c		lipment			toria teoristi te		ooraaning turveen Aldeel Quermann
				and the second se					
AC	U Lighting	Energy-	consuming	Equipment					
		Energy-	consuming	Equipment					
			waraga Marana	So, ef operating hours/day	Ho, of Bays gave county	Questita	Estimated Castangilan (JAWK) (19)	Estimated Contemption (Phe)/(P)	8.000 Addad

Step 5.

In the pop-up window, enter the following information:

- Type of Energy-consuming Equipment (Desktop Computer, Laptop, Printer, Scanner, CCTV, Refrigerator, Server, etc.)
- Wattage of equipment (Wattage)
- No. of operating hours per day and days per month
- Quantity
- Status (Operational/Non-operational)

	Desktop Computer	-
lattage (W):	150	
No. of operating hours/day:	8	
No. of days per month:	21	
Quantity:	18	
Status:	Operational 💙	

Step 6. Once you have entered the necessary information, click the "Submit" button to save data

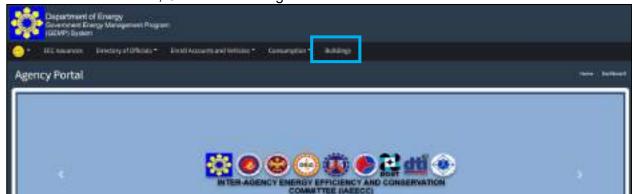
You will then be directed back to the Inventory Page where you can see the recently registered information.

To register other energy-consuming equipment, repeat steps 1 to 7 of Data Input: Inventory – Energy-consuming Equipment

7.6 How to view/edit the building of the Agency

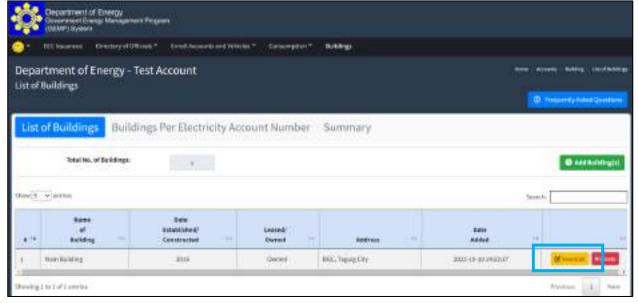
Viewing/Editing: Building (Additional Structure, Rehabilitation, Demolition of some portion, Change in gross floor area, air-conditioned area etc.)

Step 1. In the Menu Bar, Click the "Buildings"

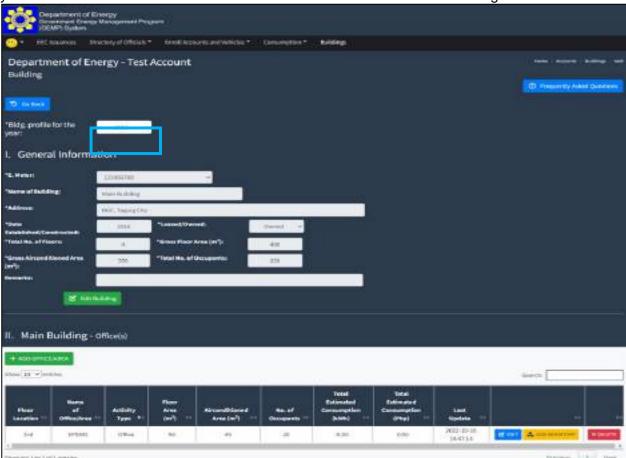


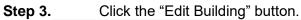
You will be directed to the Building Page where you see your registered building(s).

Step 2. Click the "View/Edit" button on the right-side portion of the Building you intend to edit.



You will be directed to the Data Edit Page where you can see the general information about the building and the list of offices under it for a certain year. By default, it will display the information of the oldest year or 2015, whichever is the most recent. Based on the image below, the default year is 2016 since it is the Date/Year of Establishment of the chosen building.





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You will be directed to the Data Entry Page where you can edit the information about the building.

p 4. Bldı year:	g. profile for the	2015	want to edit the profile/info	ormation of the b	ouilding.
I. C	General Informa	ation			
*E. M	ster:	123456789	~		
*Nam	e of Building:	Main Building			
*Addr	ress:	BGC, Taguig Cit	v		
*Date Estab	lished/Constructed:	2016	*Leased/Owned:	Owned 🛩	l.
*Total	No. of Floors:	4	*Gross Floor Area (m²):	400	
*Gros (m²):	s Airconditioned Area	350	*Total No. of Occupants:	150	
Rema	rks:	-			
	🔊 Cancel 主 R	e-Submit Informat	tion		

*E. Meter:	123456789	8 7		
*Name of Building:	Main Building			
*Address:	BGC, Taguig Cit	ty .		
*Date Established/Constructed:	2016	*Leased/Owned:	Owned ~	
*Total No. of Floors:	4	*Gross Floor Area (m²):	400	
*Gross Airconditioned Area (m ²):	350	*Total No. of Occupants:	150	

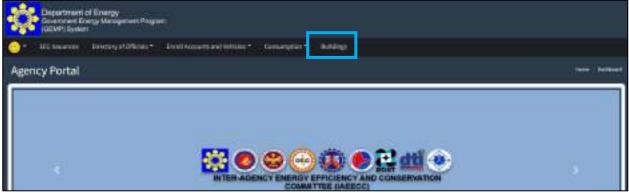
Step 6. Once the necessary changes have been made. Click the "Re-Submit information" button to save the data.

(m²):	350	total no. of occupants.	150	
Remarks:	1			
🔊 Cance 🗎 🏛 Re	-Submit Information			

7.7 How to view/edit office of the building

Viewing/Editing: Office/Area (Additional Office/Area, Rehabilitation, Demolition of some portion, Change in gross floor area, air-conditioned area etc.)

Step 1. In the Menu Bar, Click the "Buildings"

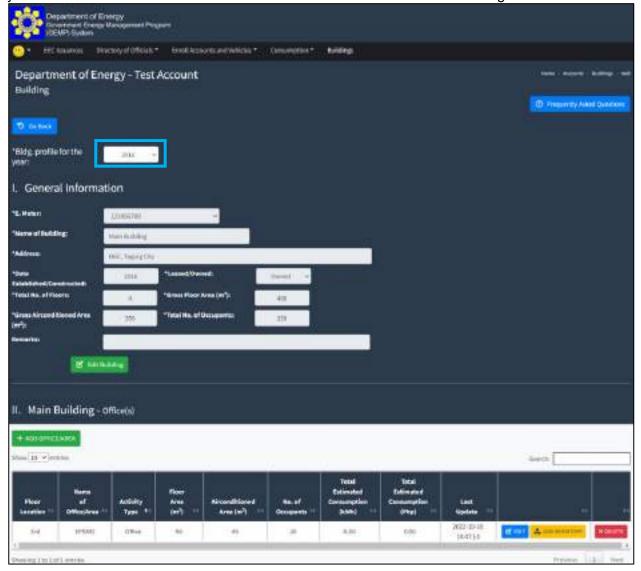


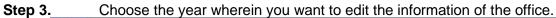
You will be directed to the Building Page where you see your registered building(s).

Step 2. Click the "View/Edit" button on the right-side portion of the Building which the office is situated you intend to edit.

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1	ton huld not		3115	Deced	BGC, THE ARE STY	300-0-0-240207	Monster 2
heading (historia						Province 1 Aug

You will be directed to the Data Edit Page where you can see the general information about the building and the list of offices under it for a certain year. By default, it will display the information of the oldest year or 2015, whichever is the most recent. Based on the image below, the default year is 2016 since it is the Date/Year of Establishment of the chosen building.





Department of Energy Government Energy Management Programs GOMPT System	
Con III Character Brackey of Officials* Constitional Weichs * Convergions * Buildings	
Department of Energy - Test Account Building	Anne Accord Solding Add
Totag, profile for the same -	
I. General Information	
-10017 	
These of Buildings	

Step 4. Scroll down to see the listing of offices under the chosen building and click the "Edit" button on the right side of the office you intend to change.



You will be directed to the Data Edit Page – Office where you can edit the information about the office.

Step 5.	Enter the nec	essary changes.		_
-	Department of E Government Energ (GEMP) System	Energy y Menagement Program		
0	EEC Issuances D	rectory of Officials = Enroll Accounts and V	ihicles = Consumption = Buildings	
Ma	epartment of Er in Building / EPSMI r the Year: 2016	nergy - Test Account D / Edit		
		*Veur:	2016	
		*Name of Office/Area:	EPSMD	
		*Electricity Account Numbers	123456789 🛩	
		A PARTY AND A PARTY AND		
		*Activity Type:	Office	
		*Activity Type: *Floor Number:	Office 3rd	
		*Floor Number:	3rd	

Step 6. Once the necessary changes have been made. Click the "Submit" button to save the data.

7.8 How to view/edit inventory of air-conditioning unit

Step 1. In the Menu Bar, Click the "Buildings"

Department of Emergy Generative Energy Menager (GEVP) System	neets Phagean	
😑 🗧 III nourise - Directory and	Official Control and Infilm Conservation Antiling	
Agency Portal		i tertenet
*	INTER-AGENCY EMERGY EPFICIENCY AND CONSERVATION	

You will be directed to the Building Page where you see your registered building(s).

Step 2. Click the "View/Edit" button on the right-side portion of the Building in which you intend to edit the inventory.

÷	Department of E Generation Energy (08.60%) System	SCIAIR						
01	ICC Issuence D	netby of Difficult 7	Canal Accounts and W	Netlet * Carocompiliare*	6.68g			
	rtment of En Buildings	iergy - Test A	ccount				900 A.00	er – Nording – Land Norder ogs Hanne My Robert Chron Street
List	of Buildings Total No. of	CONTRACTOR OF	Per Electricity A	ccount Number	Summary			O assisting of
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	8000 d 8455 mg		- Balar Batalithtes? Constructed	Loused ² Owned	A06-141			
25	non-Relating		300	Owned	BGC, Topog Say	200-13-2	unaar 🔰	Mourae 2
Devig	1 h l of Lotrisa						16	Notes 1 Ase

You will be directed to the Data Edit Page where you can see the general information about the building and the list of offices under it for a certain year. By default, it will display the information of the oldest year or 2015, whichever is the most recent. Based on the image below, the default year is 2016 since it is the Date/Year of Establishment of the chosen building.

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Department of Devertment Fre USE UP System	Y Energy ogs Varogement Proj	-					
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Department of I	Energy - Test A	Account					
Building							
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"Bidg profile for the year:	206 -						
I. General Inform	nation						
16. Hellen	LUNSATES	-					
"Nerv al Building:	Main Rushilling						
*Addresses	No. hereite						
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II. Main Building	- Officeità						
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Step 3.

Choose the year wherein you want to edit the inventory.

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Department of Energy - Test Account Building	Borne Account Southing And
*Nidg, profile for the	
L. General Informa	
78. Meters	
Name of Building	

Step 4. Scroll down to see the listing of offices under the chosen building and click the "Add Inventory" button on the right side of the office you intend to change.

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0910	e ma								
	Building - 0	ffice(s)							
+ ADD OFFIC Nav 11 - V or									ieren [
Floor	Norm of Official Sectors	Activity Type To	Ret Are E	Alvertitional Area(m) -	Se. of Orequests	Tetal Extinuated Correception (kink)	Vetal Entimetert Canacemption (Phys)	Last Update 14	
Encetion 15		A		and the second se			Distance in the local	1022-10-08	

You will be directed to the Inventory Page where you can see the different types of energyconsuming equipment that you registered in the system.

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ACU LI	ghting	Energ	y-consi	umingl	Equip	ment									
	ghting • Yory • Attown			uming l	Equip	ment									
Postor B				Long L	Perver legut (MO	1	1000	No. al depe per nuelto	Quantity	Estimated Consultation Define 1911	Totimenal Consumption 1Phot : (11	100 Abbel	Durry Leased		
There is a second secon	e Viener I Aldoniek	Yeart	Cashing Capacity	Capacity Rating	Nume	1	evelag		Guantity 3	Executeption	Commettes	2 million 2		Street	Res

Step 5. Select the ACU

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😋 🔹 IICinamus Bustosy of Officials * Erroll Accounts and Indians * Consumption * Boldings	
Department of Energy - Test Account Main Building / EPSMD / ACU Inventory / Inverter For the Year: 2016	tere koons killing tille menoreti
	D Preparity folial Questions
ACU Lighting Energy-consuming Equipment	

Step 6. Select either Inverter or Non-inverter

Department of Energy Covernment Energy Management Program CERM/15 gravem	
🥶 * TEChnomise Biotocol/Officials * Deville scarb and feelinks * Concernation * Boldings	
Department of Energy - Test Account Main Building / EPSMD / ACU Inventory / Inventor For the Year: 2016	inne i Nooren - Notheg - Min - Seeney 453 B. Singerstylshed Quinteen
ACU Lighting Energy-consuming Equipment	
Promise View Province	

Step 7. Once you have chosen the category of the ACU, click the "View/Edit" button on the right side of the equipment you want to edit.

GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP) ONLINE SYSTEM

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or the rear	r: 2016	/ ACU Inner										, maar o ke	
ACU L	inhtino	Energy-c	nasum	ning Eq	autor	nen	2						
	810-10y8000	un Arcondision		10.000.70		-190							
Norman Constant System of atta	810-10y8000	Seat Ca	anding Ca usuality R	apisity 1	Power		to. of operating hours, day	Ru. of days	Quantity	Retreated Concumption UNIN ((1)	Tellmanud Centumption 1996(101)	Sate About	Owni 1666

You will be directed to the Data Edit Page

Step 8. Enter the necessary changes

Department of Energy Government Energy Manag (GEMP) System	gement Program			
🙂 👻 EEC Issuances Directory	of Officials 🔻	Enroll Accounts and Vehicle	es 🍷 Consumptio	n - Buildings
Department of Energy Main Building / EPSMD / AC For the Year: 2016				
*Type of ACU:	W	idow-type		
*Year Aquired:	2017			
Cooling Capacity (KJ/hr):	9000			
Capacity Rating (Hp/TR):	1 HP			
Power Input (W):	900			
EER:	10			
*Quantity:	3			
*No. of operating hours/day:	8			
*No. of days per month:	21			
*Owned/Leased:	Owned	~		
*Status:	Operational	`]		
<mark>ව 60 B</mark>	ack 🔔 Subr	nit		

Step 9. Once the necessary changes have been made. Click the "Submit" button to save the data.

*Status:	Operational 🛩
	🗩 Go Bac k 🤹 Submit

7.9 How to view/edit the inventory of the lighting system

Step 1.	. In the	e Menu Bar,	Click the "Buildings"	
	Constant Department	of Energy Tenge Verlegement Pages m	ŝ	
	🕒 = 🛛 El texator	Einersty at Officials*	End Acception Industries - Consequent - Buildings	
	Agency Portal			(note) between
	÷.			

You will be directed to the Building Page where you see your registered building(s).

Step 2. Click the "View/Edit" button on the right-side portion of the Building in which you intend to edit the inventory.

÷	Department of Occurrenced Enco	Energy gr Management Prope					
0°	HE baseness	Constany of Officials *	Conditionarily and Yeller	MT Severation	NAME -		
	rtment of E Buildings	nergy - Test A	ccount			1	er Arrent Baling (1008 billing)
List	of Buildings	Buildings I	er Electricity Acc	count Number	Summary		O sastainting(s)
Unv(3	v antes						Search
	Same al Balding		Bala Istatichted Gestrachat	Loased) Duread	Address -40	Date Added	
1	non-kulting		100	Gword	BGC, Topog City	300-0-0-040507	(Kreener 🖬 🖬
Devig	1 hold a la service						Privilean 1 Name

You will be directed to the Data Edit Page where you can see the general information about the building and the list of offices under it for a certain year. By default, it will display the information of the oldest year or 2015, whichever is the most recent. Based on the image below, the default year is 2016 since it is the Date/Year of Establishment of the chosen building.

GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP) **ONLINE SYSTEM**

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. EEC REALINGE	thickey of Officials.*		ANAT: UNIVERSIT	. NORE			
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Building							D Presently Asked Condorn
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year contract		-					
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"Nerve of Building:	Manifesting						
*Mélene	Dist, hearing the						
*Detail Failebilderd/Caretination	1014	*Lassed/Owiend:	freed in				
"Tetal No. of Floors	- A ¹	"Since Floor Area (m"):	41				
"Gross Aircord Neoed Are (97%)	270	"Tetal No. of Occupants	20				
Per altas							
	Min.Log						
n union data	-						
II. Main Buildin	R - ourseite						
+ ADD OTHER ADDA							
Shee 15 v onthe							Sec.
		n		Total Estimated	btal Deliver		
Floor of Lenstein ¹² Office/		Ares Aircondi (m ²) ··· Ares (Ave:	Consumption (Phys)	Last System	
14 199	ani anie	(44)	98	4,00	0.00	2022-03-18 (04-01-5-8	
Photo deg 1 to 1 to 1 or rise							Prome Like net

Step 3. Choose the year wherein you want to edit the inventory.

Desertment of Energy Sovemment Energy Management Program COMP) System	
Con III Consister Disebuy of Officials* Constitutional Witholds * Consumptions * Buildings	
Department of Energy - Test Account Building	Anne Account for Anna Ann
Taking, profile for the gran - gate	
I. General Informa	
78. Mether)	
"Name of Building	

Step 4. Scroll down to see the listing of offices under the chosen building and click the "Add Inventory" button on the right side of the office you intend to change.

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Main F	Building - Of	Reeds.							
		ince que							
ADIO MILL									12 100
18 ¥ en	ene.								General
1-1212						Total	// Mail:		
Floor coattion =1	Name af Official res	Astivity Type *-	Ree Are (E	Alconifficered Area (w)	Se. of Occupants -	Extinuted Consumption (sinh)	Estimated Consumption (Phys)	Last Update =5	

You will be directed to the Inventory Page where you can see the different types of energyconsuming equipment that you registered in the system.

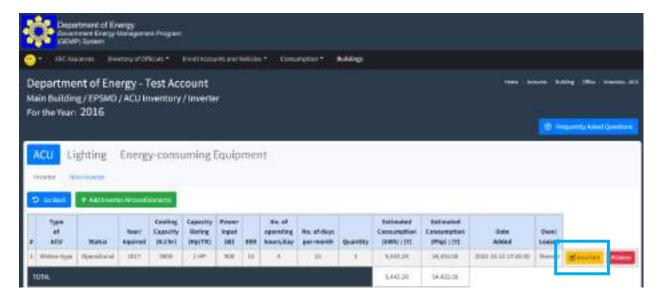
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Step 5. Select the Lighting

Department of Energy Development Program. (DEVP: System)	il Notains and Juli (1975) - Cansar	alar - (Balang)			
Department of Energy - Test Accou Main Building / EPSMD / Lighting Inventory For the Year: 2016	int			tee Acces Native (Mr	na boundary typing g Ashard Quantizer
ACL Lighting Inergy-consum	ing Equipment				
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Step 6.	Select e	ither LED o	r Non-LED)				
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	tota.					3.08	818	

Step 7. Once you have chosen the category of the lighting, click the "View/Edit" button on the right side of the equipment you want to edit.



You will be directed to the Inventory Page where you can see the different types of energyconsuming equipment that you registered in the system.

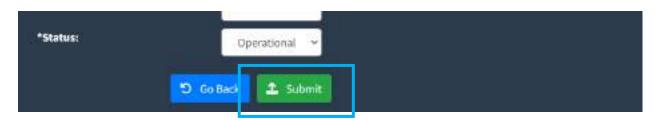
Step 8. Click the Energy-Consuming Equipment

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Main	artment of Building/EPS he Year: 2016	MD / Energy-c		ilpment			Here Accord &	anų (Ma sumu ing	NAME DOCTOR
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Enter the necessary changes

Department of Energy Government Energy Management Program (GEMP) System EEC Issuances Directory of Officials * Enroll Accounts and Vehicles * Consumption * Buildings Department of Energy - Test Account Main Building / EPSMD / Lighting Inventory / LED / Edit For the Year: 2016 *Type of Lamp: Linear Wattage (W): 16 *No. of operating hours/day: 8 "No. of days per month: 21 *Quantity: 26 *Status: Operational D Go Back 1 Submit

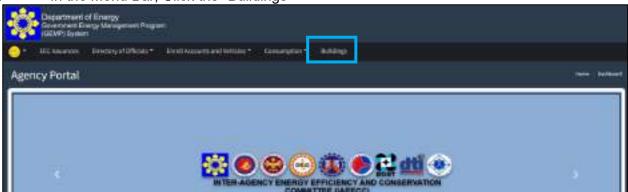
Step 10. Once the necessary changes have been made. Click the "Submit" button to save the data.



7.10 How to view/edit the inventory report of office equipment

Step 1. In the Menu Bar, Click the "Buildings"

Step 9.

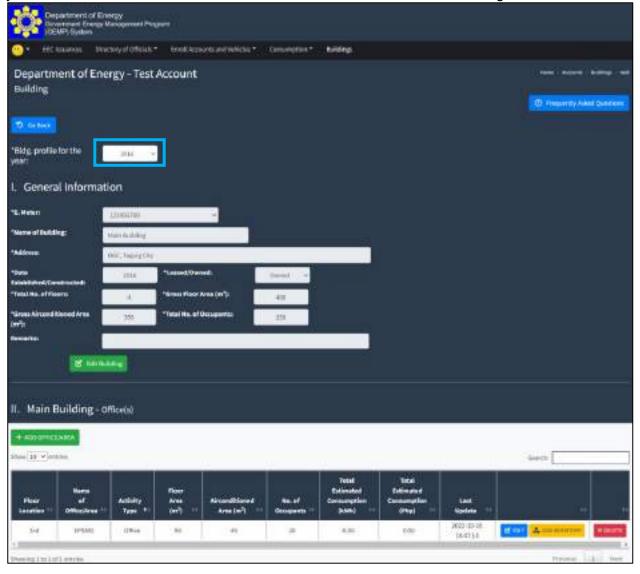


You will be directed to the Building Page where you see your registered building(s).

Step 2. Click the "View/Edit" button on the right-side portion of the Building in which you intend to

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You will be directed to the Data Edit Page where you can see the general information about the building and the list of offices under it for a certain year. By default, it will display the information of the oldest year or 2015, whichever is the most recent. Based on the image below, the default year is 2016 since it is the Date/Year of Establishment of the chosen building.



Step 3.

Choose the year wherein you want to edit the inventory.



Step 4. Scroll down to see the listing of offices under the chosen building and click the "Add Inventory" button on the right side of the office you intend to change.



You will be directed to the Inventory Page where you can see the different types of energyconsuming equipment that you registered in the system.

Step 5. Click the Energy-Consuming Equipment

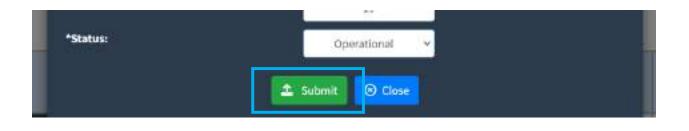
Step 6. Click the "View/Edit" button on the right side of the equipment you want to edit.

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You will be directed to the Data Edit Page

or	*Energy-consuming Equipment:	Desktop Computer	
	Wattage (W):	150	
	*No. of operating hours/day:	8	
εc	*No. of days per month:	21	
	*Quantity:	19	
	*Status:	Operational ~	
		1 Submit O Close	
		- Sobrat	

Step 8. Once the necessary changes have been made. Click the "Submit" button to save the data.



Annex C

(Reference: Annex B of IAEECC Resolution No. 5, s. 2022)

ENERGY EFFICIENCY AND CONSERVATION PLAN

For the Year

Name of Government Entity: Address/Location (Province, City, Municipality): Region:

Baseline	Target Outcome	Program/Project (Milestone Targets)	Proposed Activities	Period of implementation	Resources Required	Fund Source
					3	
						-
	Baseline	Baseline Target Outcome	Baseline Target Outcome (Milestone Targets)	Baseline Target Outcome Program/Project (Milestone Targets) Proposed Activities Image: Constraint of the second of	Baseline Target Outcome Program/Project (Milestone Targets) Proposed Activities Period of Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implementation Implem	Baseline Target Outcome Program/Project (Milestone Targets) Proposed Activities Period of implementation Resources Required Image: Control of Outcome Image: Control

Prepared by:

Approved by:

Signature over Printed Name of the EEC Officer/EEC Focal Person

Position:

Pusidull.	
Email Address:	
Date Submitted:	

(Signature over Printed Name of the Chief Executive/Head of the Agency/Authorized Repesentative

Position:	
Email Address:	
Date Submitted:	

Annex D

(Reference: Annex B of the IAEECC Resolution No. 5, s. 2022)

LOCAL ENERGY EFFICIENCY AND CONSERVATION PLAN

For the Year _____ - ____

Name of Government Entity: Address/Location (Province, City, Municipality): Region:

Sector/ Component	Baseline Period	Baseline Consumption	Target Outcome	Program/Project (Milestone Targets)	Period of Implementation	Proposed Actvities	1	Budget Estimate		
							Year 1	Year 2	Year 3	-
-										
									s	2
						-		5	¢	
						TOTAL				

Prepared by:

Attested by:

Approved by:

EEC Officer

Budget Officer

Local Chief Executive

r

ANNEX E

(Reference: Section 16 of Annex A - IAEECC Resolution No. 5, s. 2022)

COMPLIANCE REPORT ON DOE GUIDELINES ON ENERGY CONSERVING DESIGN OF BUILDINGS AND THE DPWH PHILIPPINE GREEN BUILDING CODE

Year:

Profile of Agency:	
Name of Agency: Address: City/Municipality Region:	
Building Information:	
Name of Building Classification (e.g. Office/Laboratory) Date Constructed: Total Gross Floor Area	Total Airconditioned Area Total No. of Floors Total No. of Employees Operating Hours

Project	Type of Project (New Construction/ Retrofit)	Description	Period of Implementation	Budget Cost	Fund Source	Status (Ongoing/ Completed)

Prepared By:

Approved by:

EEC Officer/Focal Person Date: Chief Executive/Head of Agency/Authorized Representative Date: