

MEMORANDUM FOR THE SECRETARY

Thru : Sr. Usec. J. P. Posadas *5-28-18*
Asec. R. B. Uy *Approved 27 May '18*
Asec. C. A. E. Lascano *Carl*
Dir. A. T. Tanadas, CESO IV
Director III, Legal Services

From : Dir. P. T. Aquino, CESE *PJA 5/11/18*
Officer-in-Charge, EPPB

Subject : Request Approval of Department Order entitled
"Creating A Task Force to Implement the Development of
A Quality Management System Certifiable to ISO
9001:2015 Standard for the Department of Energy"

Date : 7 May 2018

A. INTRODUCTION

1. The DOE is currently pursuing an ISO QMS certification program pursuant to EO 605 entitled "Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program Amending for the Purpose of Administrative Order No. 161, Series of 2006"
2. The Development Academy of the Philippines (DAP) calls for the Expression of Interest for government agencies to avail of technical assistance (TA) on the development of ISO 9001:2015 QMS under its Government Quality Management Program (GQMP). The DOE has been selected as one of the ten (10) beneficiary government agencies to avail of the TA as stated in their letter dated 08 March 2018.
3. In reference to the foregoing, all Bureaus, Services and Field Offices are hereby enjoined to extend full cooperation and participation to the GQMP ISO Certification process in close coordination with Energy Policy and Planning Bureau (EPPB).
4. The GQMP ISO Certification is in line with the DOE Mission to improve the quality of life of the Filipino with the goal in achieving a more efficient, organized contract processing system, increasing our productivity and bringing internal budget expenses judiciously and of good quality services to people.

B. MANDATE

5. The EPPB is mandated to formulate, update, monitor and evaluate national and regional energy plans, policies, programs and projects, and provide a comprehensive assessment of demand scenarios and supply options as well as study the impact of international commitments on energy policies, economy and environment.

C. FACTS

6. On 27 March 2018, the Memorandum of Agreement (MOA) between the DOE and DAP entitled "Development of a Quality Management System Certifiable to ISO

9001:2015 Standard for the Department of Energy” was signed.

7. On 18 April 2018, an inception workshop was conducted between DOE, represented by the EPPB, and DAP, through Mr. Homer H. Alcon, Project Manager and Mr. Ryan Vincent V. Lim, Project Staff, to discuss the work program of the ISO.
8. On 2 May 2018, the EPPB, together with the DAP Project Team, conducted an initial assessment of the existing management system through a walkthrough of the processes performed at various functions within DOE. The activity aims to familiarize the Project Team on the processes and identify QMS gaps. The walkthrough determined the baseline data of measureable and relevant key performance indicators, such as processing time, number of process steps, and number of documentary requirements, as appropriate.
9. On 3 May 2018, the EPPB, together with the DAP Project Team conducted a brief orientation on the importance and principles of the ISO 9001:2015 QMS for the top management and general employees of the DOE. The orientation discussed the roles and responsibilities of the management, QMS Core Team and employees in the development of their QMS certifiable to ISO 9001:2015. The project overview, methodology, components and roadmap was also presented.

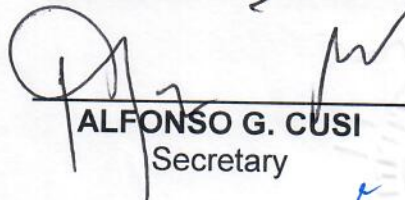
D. ACTIONS REQUESTED

10. Respectfully requests approval/signature on the attached Department Circular entitled “Request Approval of Department Order entitled “Creating A Task Force to Implement the Development of A Quality Management System Certifiable to ISO 9001:2015 Standard for the Department of Energy””.

E. PRAYER

11. For the Secretary’s consideration and further instructions. *Thank you*

Approved / Disapproved


ALFONSO G. CUSI
Secretary


ADCAB / DVV / VYBC / IETR / SMBO / JBB





Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO2018-05-0011 ✓

**CREATING A TASK FORCE TO IMPLEMENT THE DEVELOPMENT OF A
QUALITY MANAGEMENT SYSTEM CERTIFIABLE TO ISO 9001:2015
STANDARD FOR THE DEPARTMENT OF ENERGY**

WHEREAS, Republic Act (R.A.) No. 7638, as amended, or the Department of Energy Act of 1992, declares the policy of the State to ensure a continuous, adequate, and economic supply of energy with the end in view of ultimately achieving self-reliance in the country's energy requirements. •

• **WHEREAS**, Executive Order No. 605, dated February 23, 2007, entitled "Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program, Amending for the Purpose Administrative Order No. 161, S. 2006", and which created a Government Quality Management Committee (GQMC) to formulate policies and oversee the implementation of the GQMP; has identified the Department of Budget and Management (DBM) as the lead agency and act as its Chairman;

WHEREAS, the Department of Energy (DOE) recognizes the importance of institutionalizing the structure, mechanisms and standards to implement the GQMP;

WHEREAS, the GQMP shall be certified for demonstrated conformity with ISO 9001:2015 and the applicable Government Quality Management System Standards (GQMSS), with priority to be given to frontline services;

WHEREAS, the objective of the GQMP aims to a) *promote and enhance public sector performance through the adoption of ISO 9001:2015 Quality Management System in all agencies in the government*, b) *establish the citizens' charter of key government offices* c) *develop an institutional infrastructure to provide certification with international accreditation*, and d) *recognize citizen-driven government organization that have attained ISO 9001 certification for other government agencies to emulate*;

WHEREAS, DBM, being the Chairman of the GQMC, issued guidelines under Memorandum Circular (MC) No. 2016-1, dated May 12, 2016, on the validation of the ISO 9001 Quality Management System (QMS) Certification or ISO-Aligned QMS documents as a requirement for the grant of the FY 2016 Performance Based Bonus (PBB);

WHEREAS, the DOE has been selected as one of the ten (10) beneficiary government agencies to avail the technical assistance of the Development Academy of the Philippines (DAP), dated 8 March 2018, and signed a Memorandum of Agreement (MOA) entitled "Development of a Quality Management System Certifiable to ISO 9001:2015 Standard for the Department of Energy";

NOW, THEREFORE, in order to completely comply with the requirements of the ISO 9001:2015 Certification and the MOA between DOE and DAP, the DOE is hereby creating the following ISO Task Force (the Task Force).

Section 1. ISO Task Force. The Task Force shall constitute the following components:

Section 1.1. Project Counterpart Support Team

Project Manager : Undersecretary Supervising Energy Policy and Planning Bureau (EPPB)

Project Members : Director, EPPB
Assistant Director, EPPB
Two (2) Representatives from Project Quality Management System Secretariat

Section 1.2. Core Team

Members : Two (2) representatives from:

- 1) Energy Resource Development Bureau (ERDB),
- 2) Renewable Energy Management Bureau (REMB),
- 3) Electric Power Industry Management Bureau (EPIMB),
- 4) Oil Industry Management Bureau (OIMB),
- 5) Energy Utilization and Management Bureau (EUMB), and
- 6) Energy Policy Planning Bureau (EPPB).

One (1) representative from:

- 1) Field Offices
- 2) Administrative Services (AS),
- 3) Financial Services (FS),
- 4) Information Technology and Management Services (ITMS),
- 5) Internal Audit Division (IAD); and
- 6) Legal Services; and
- 7) Executive Committee

Section 1.3. Expanded Core Team

Members : One (1) representative from each division of ERDB, REMB, EPIMB, OIMB, EUMB and EPPB, Field Offices

One (1) representative from AS – General



Services Division, AS – Human Resource
Management Division, AS –Procurement
Management Division, AS – Records
Management Section, and Legal Services

Section 1.4. Project Quality Management System Secretariat

Head Secretariat : Assistant Director, EPPB

Members : Representatives from EPPB - Policy Formulation
and Research Division

Section 2. Responsibilities. The Task Force shall have the following responsibilities:

Section 2.1. Project Counterpart Support Team

- a. Work closely with the DAP Project Management Team regarding technical and administrative requirements of the project, including monitoring of the progress of various project activities;
- b. Ensure implementation of relevant Project activities of the ISO 9001:2015 Accreditation;
- c. Provide policy support for the implementation of quality systems and procedures adopted by DOE;
- d. Ensure that the Project is completed within the agreed duration;
- e. Perform such other responsibilities as may be assigned by the DOE Secretary which is related to the Project.

Section 2.2. Core Team

- a. Actively participate in all training courses and other activities necessary in the course of the Project;
- b. Draft the necessary documented information, including specific QMS-related forms and tools and make the necessary revisions to ensure their alignment to ISO 9001:2015 standard, with guidance from the DAP Project Team;
- c. Map the systems and processes of their respective Bureaus / Services / Field Office in relation to the defined scope of the ISO 9001:2015; and
- d. Participate in the walkthrough audit of their respective Bureaus / Services / Field Office within the defined scope and requirements of ISO 9001:2015.

Section 2.3. Expanded Core Team

- a. Participate in all training courses and other activities necessary in the course of the Project;
- b. Support the drafting of necessary documented information, including specific QMS-related forms and tools and make the necessary revisions to ensure their alignment to ISO 9001:2015 standard, with guidance from DAP Project Team;
- c. Support the mapping of systems and processes of their respective Bureaus / Services / Field Office in relation to the defined scope of the ISO 9001:2015; and
- e. Participate in the walkthrough audit of their respective Bureaus / Services / Field Office within the defined scope and requirements of ISO 9001:2015.

Section 2.4. Project Quality Management System Secretariat

- a. Provide technical and administrative support including logistical requirements of the Project, such as venue, accommodation (when necessary), equipment, training supplies, reproduction of materials, meals of participants and resource persons;
- b. Prepare the documentation, progress / status reports and completion reports for submission to the DOE Secretary;
- c. Monitor the progress of the implementation of all activities of the ISO 9001:2015 Accreditation of the Bureaus / Services / Field Offices;
- d. Ensure safekeeping of documents; and
- e. Perform such other tasks and functions as may be assigned or directed by the Project Counterpart Support Team.

Section 3. Qualifications. The members of the Task Force shall have the following qualifications:

- a. Knowledge in the systems and processes of their respective Bureau / Services / Field Office;
- b. Selected and endorsed by his/her Director / Chief; and
- c. Holding a permanent position.

Section 4. Work Program. Annex A provides the work program of the project.

Section 5. Training / Workshop Certification. Certificate of Participation shall be awarded to those who completed at least 90% of the training courses.

Core Team members shall be awarded Certificate of Participation signed by the DAP president.

Expanded Core Team members shall be awarded Certificate of Participation signed by the DAP Project Manager and DOE Project Manager.

Section 6. ISO Certification. The scope of application shall be the following:

Section 6.1. Priority Processes. Based on the established Citizen's Charter and existing processes with the Bureaus / Services and Offices, the following processes shall be prioritized in the ISO Certification:

Bureau and Field Offices	Process
ERDB	Application for Petroleum Service Contract under the Philippine Convention Energy Contracting Program (PCECP)
REMB	Proposed Registration Process of Renewable Energy Developer (Stages 1 – 3)
OIMB	Registration of Fuel Additive – Certificate of Additive Registration (CFAR)
EPIMB	Certificate of Endorsement (COE) to the Energy Regulatory Commission (ERC)
EUMB	Application for Energy Service Company (ESCO) Accreditation
EPPB	Provision of Philippine Energy Plan (PEP) Data / Key Energy Statistics and other Energy-Related Indicators / Information to Various Public Clients
Field Offices	Securing Certificate of Compliance
ERTLS	Energy Performance Testing of Appliance and Equipment

Section 6.2. Bureaus / Services / Field Offices can apply additional processes subject to the availability of funds.

Section 7. Logistics and Budgetary Requirements. Budgetary requirements to support the project implementation, including administrative, logistics and personnel support, shall be sourced from the DOE, subject to applicable budget and accounting rules and regulations.

Budgetary requirements to procure a third party certifying body for the certification of the established QMS to ISO 9001:2015 shall be sourced from the respective budget allotment of the Bureaus / Services / Field Offices, subject to the availability of funds.

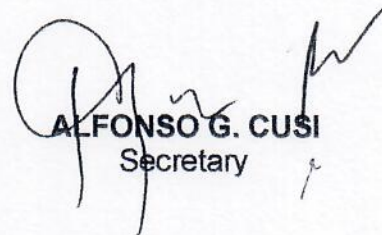
Section 8. Separability Clause. Should any section or provision of this Department Order is declared invalid or unconstitutional, the other parts or provisions hereof, so far as they are separable, shall remain in force and in effect.

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Section 9. Repealing Clause. All issuances, rules and regulations or parts thereof which are inconsistent with the provisions of this Department Order are hereby deemed repealed, amended or modified accordingly.

Section 10. Effectivity. This Order shall take effect immediately upon signing and shall remain in force unless revoked by the undersigned or competent authority.

Issued this ____ th day of 31 MAY 2018, 2018 at Energy Center, Rizal Drive, Bonifacio Global City, Taguig, City.


ALFONSO G. CUSI
Secretary



Republic of the Philippines
DEPARTMENT OF ENERGY
IN REPLYING PLS. CITE:

DOE-AGC-18009549



5/16

MEMORANDUM FOR THE SECRETARY

THRU : **CARON AICITEL E. LASCANO** *Caron*
 Assistant Secretary

FROM : **DIRECTOR, LEGAL SERVICES**

DATE : May 15, 2018

SUBJECT : **REQUEST FOR THE SECRETARY'S SIGNATURE ON THE APPROVAL OF DEPARTMENT ORDER ENTITLED "CREATING A TASK FORCE TO IMPLEMENT THE DEVELOPMENT OF A QUALITY MANAGEMENT SYTEM CERTIFIABLE TO ISO 9001:2015 STANDARD FOR THE DEPARTMENT OF ENERGY"**

A. NATURE OF THE REQUEST

The Director, Energy Policy and Planning Bureau (EPPB) is requesting/recommending the Secretary's signature, after incorporating the comments and suggestions of the Legal Services, of the approval of Department Order entitled "Creating a Task Force to Implement the Development of a Quality Management System Certifiable to ISO 9001:2015 Standard for the Department of Energy". (See attached CSW Memorandum dated May 7, 2018)

B. LEGAL BASIS

Pursuant to the Executive Order No. 605, dated February 23, 2007, entitled "Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program, Amending for the Purpose Administrative Order No. 161, s.2006" and which created a Government Quality Management Committee (GQMC) to formulate policies and oversee the implementation of the Government Quality Management Program (GQMP).

C. FINDINGS/RECOMMENDATION

Based on the documents submitted, the Legal Services finds the above request/recommendation to be in order. Hence, we concur with the Energy Policy and Planning Bureau Director's request/recommendation.


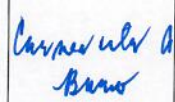


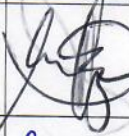
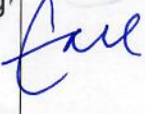


[Signature]
ISIDRO V. ALMENTEROS
 Handling Lawyer *paper*

[Signature]
ARTHUR T. TENAZAS
 Director

DEPARTMENT OF ENERGY
 OASEC-CAEL
RECEIVED
 BY: *LOWENZ*
 DATE: *5/22/18 1:41*

CERTIFICATE OF COMPLETE STAFF WORK

This is to certify that by signing the attached Memorandum for the Secretary dated 7 May 2018 with the subject Request Approval of Department Order entitled "Creating A Task Force to Implement the Development of A Quality Management System Certifiable to ISO 9001:2015 Standard for the Department of Energy" (i) we confirm that we have thoroughly read, reviewed and evaluated the documents endorsed for the Secretary's approval/signature; (ii) that they are correct and in accordance with applicable rules, policies, issuances, regulations and protocols of the Department; and (iii) that we assume responsibility and accountability for any consequence that may arise by reason of our recommendation and/or endorsement for the Secretary's approval/signature.

	Signature	Date Received/ Reviewed	Date of Release	Recommendation
Originating Unit D. V. Vivar Chief, PFRD		5/9/2018	5/9/2018	
Bureau/Office Head Concerned A/Dir. C. A. Bariso EPPB		5/10/2018	5/10/2018	For endorsement
Dir. P. T. Aquino OIC, EPPB		5/11/18	5/11/18	for endorsement manager
Lawyer Assigned Atty. ISIDRO V. BLUMENTRAN		5/11/18	5/16/18	Recommendation by approval
Director of Legal Services Dir. A. T. Tenazas, CESO IV		5/16	5/21	For approval.
Assistant Secretary Supervising Legal Services Asec. C. A. E. Lascano		5/22	5/25	endorsed
Assistant Secretary Supervising EPPB Asec. R. B. Uy		25 May '18	25 May '18	Respectfully endorsed
Undersecretary Concerned Usec. J. C. P. Posadas		5-25-18	5-28-18	Endorsing.

Attached hereto is a copy of the Memorandum/Legal Opinion from the Legal Services on the same subject dated April 30, 2018.

Taguig City. _____, 2018