

# **ENERGY UTILIZATION MANAGEMENT BUREAU (EUMB)**



# SUMMARY

## Energy Utilization Management Bureau (EUMB) External Services

PROCESSES	DURATION	CLASSIFICATION
<b>EUMB - Energy Efficiency &amp; Conservation Performance Regulation and Enforcement Division (EPRED)</b>		
1. <a href="#"><u>Processing of Application for Company Registration under the Philippine Energy Labeling Program (PELP)</u></a>	3 Working Days	Simple
2. <a href="#"><u>Processing of Application for Product Registration under the Philippine Energy Labeling Program (PELP) – Air Conditioner/Refrigerating Appliance/Television Set/Lighting Product</u></a>	7 Working Days	Complex
3. <a href="#"><u>Issuance of Energy Label for Product Registered under the Philippine Energy Labeling Program (PELP)</u></a>	3 Working Days	Simple
4. <a href="#"><u>Issuance of Energy Label Equivalent (Certificate of Exemption or the Certificate of Conditional Approval) for Product Registered under the Philippine Energy Labeling Program (PELP)</u></a>	3 Working Days	Simple

5. <a href="#">Processing of Application for Recognition of Testing Laboratory under the Philippine Energy Labeling Program (PELP)</a>	20 Working Days	Highly Technical
<b>EUMB - Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)</b>		
1. <a href="#">Issuance of Certificate for Registered Energy Service Company (ESCO)</a>	7 Working Days	Complex
2. <a href="#">Issuance of Certificate for Certified Energy Auditor (CEA)</a>	7 Working Days	Complex
3. <a href="#">Issuance of Certificate for Certified Energy Conservation Officers (CECO)</a>	7 Working Days	Complex
4. <a href="#">Issuance of Certificate for Certified Energy Manager (CEM)</a>	7 Working Days	Complex
5. <a href="#">Issuance of Certificate for Certified Energy Service Company (ESCO)</a>	20 Working Days	Highly Technical
6. <a href="#">Issuance of Certificate for Recognized Trainings Institutions (RTI) for Certified Energy Auditors (CEA)</a>	20 Working Days	Highly Technical
7. <a href="#">Issuance of Certificate for Recognized Trainings Institutions (RTI) for Certified Energy Manager (CEM)</a>	20 Working Days	Highly Technical
8. <a href="#">Processing of Application for the Endorsement to BOI of Energy Efficiency Projects for Fiscal Incentives</a>	20 Working Days	Highly Technical
9. <a href="#">Processing of Application for the Endorsement to BOI of Energy Efficiency Strategic Investments for Fiscal Incentives</a>	20 Working Days	Highly Technical
10. <a href="#">Issuance of Certificate of Registration for Firm, Partnership, Corporation, and Sole Proprietorship (FPCS) as Certified Energy Auditor (CEA)</a>	20 Working Days	Highly Technical

<b>EUMB - Alternative Fuels and Energy Technology Division (AFETD)</b>		
1. <a href="#">Issuance of DOE Endorsement for BOI Incentives Availment for Electric Vehicle Charging Station (EVCS) Participants</a>	20 Working Days	Highly Technical
<b>EUMB - Energy Efficiency &amp; Conservation Public Sector Management Division (EPSMD)</b>		
1. <a href="#">Energy Audit Services: Preliminary Energy Audit</a>	7 Working Days	Complex
2. <a href="#">Processing of Energy Audit Services: Virtual Preliminary Energy Audit</a>	7 Working Days	Complex
3. <a href="#">Application Process for Recognized Training Institution Accreditation</a>	20 Working Days	Highly Technical
<b>EUMB - Dedicated Electric Vehicle Office (DEVO)</b>		
1. <a href="#">Issuance of Electric Vehicle Charging Station (EVCS) Provider – Operator Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines</a>	7 Working Days	Complex
2. <a href="#">Issuance of EVCS Provider – Service Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines</a>	7 Working Days	Complex
3. <a href="#">Issuance of EVCS Provider – Supplier Accreditation Certificate under Department Circular No. DC2023-05-</a>	7 Working Days	Complex

<a href="#">0011 – EVCS Providers Accreditation and EVCS Registration Guidelines</a>		
4. <a href="#">Issuance of EVCS Registration Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines</a>	7 Working Days	Complex
5. <a href="#">Electric Vehicle Charging Stations (EVCS) Unbundling of Charging Fee under Department Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines</a>	7 Working Days	Complex
6. <a href="#">Charging Fee Adjustments and/or Updating under Department Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines</a>	7 Working Days	Complex
7. <a href="#">Electric Vehicle (EV) Recognition and revision of EV data and information under Department Circular No. DC2023-05-0012 – EV Recognition Guidelines</a>	20 Working Days	Highly Technical



## **EXTERNAL SERVICES**

# **ENERGY EFFICIENCY AND CONSERVATION PERFORMANCE REGULATION AND ENFORCEMENT DIVISION (EPRED)**



## Processing of Application for Company Registration under the Philippine Energy Labeling Program (PELP)

Service Information: The use of an online platform or the PELP System resulted in faster, more accessible, and more efficient public service delivery. In response to COVID-19, EPRED worked towards the digitalization of its registration process, particularly for company registration, product registration and energy label issuance. All pertinent PELP documentary requirements are submitted electronically through the PELP System. As a result, substantial improvements in the ease of doing business/ease of transaction have been realized through the efficient processing of online registration applications and automation of energy label issuance.

<b>Office or Division:</b>	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	Government-2-Citizen, Government-2-Business
<b>Who may avail:</b>	<p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".</p>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<p>1. Company Certification:</p> <p>1.1. For Sole Proprietorship: Certified True Copy of Certificate of Business Name Registration</p> <p>1.2. For Corporation/Partnership: Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission</p> <p>1.3. For Cooperative: CDA Certificate of Registration from the Cooperative Development Authority</p>	<p>For Certificate of Business Name Registration – Department of Trade and Industry (DTI)</p> <p>For Certificate of Registration and Articles of Incorporation - Securities and Exchange Commission</p> <p>For CDA Certificate of Registration - Cooperative Development Authority</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant requests for an Order of Payment (OoP) and provide basic information of their company	1.1 DOE-EPRED shall issue an OoP to the applicant through e-mail.			Chief, Supv. SRS, Sr. SRS, SRS II, SRS I, EPRED
2. Applicant shall pay the application fee corresponding to the amount indicated in the Order of Payment (OoP) to the DOE – Treasury or by other means of payment such as bank deposit or online payment at DOE Trust Account and provide confirmation receipt to DOE-EPRED by sending photocopy /electronic copy of the official receipt.	2.1 DOE-EPRED shall validate the payment through the DOE Treasury Division and provide the applicant with the link to the PELP Online System.	Php 1,600.00		
3. Applicant shall submit the following duly accomplished documents to DOE through PELP Online Application Portal:  <ul style="list-style-type: none"> <li>• Application for Company Registration under the PELP (online form)</li> <li>• Undertaking to Abide by the Terms and Conditions of the PELP</li> <li>• Letter of Authorization for PELP Compliance Representative</li> <li>• Product Sales Inventory Report</li> </ul>	3.1 DOE-EPRED to evaluate the completeness and correctness of submitted documents and inform applicant of the results of the evaluation.  3.2 If submitted documents are incomplete and/or incorrect, the DOE-EPRED shall notify applicant of the required document and/or data.		2 Working days	Sr. SRS, SRS II, SRS I, EPRED
	3.3 If evaluated as complete and correct, DOE-		1 Working day	Chief SRS/ Supv. SRS/ *Officer-In-Charge, EPRED



<p>Likewise, applicant must submit certified true copies of the following supporting documents:</p> <ul style="list-style-type: none"> <li>• Certificate of Business Name Registration (<i>for sole proprietorship</i>) / Certificate of Registration and Articles of Incorporation issued by the Securities and Exchange Commission (<i>for corporation/ partnership</i>) / Certificate of Registration from the Cooperative Development Authority (CDA) (<i>for cooperative</i>)</li> <li>• Partnership Agreement (including the name of the Company's authorized representative/s issued by the Company President / General Manager / Board Secretary)</li> <li>• Permit to Operate issued by the local government unit</li> <li>• BIR Registration</li> </ul>	<p>EPRED shall approve the Company Application and include it to the Company Registry. DOE-EPRED shall inform applicant of the approval of application.</p>			
<b>Total Number of Days</b>			<b>3 Working days</b>	



## Processing of Application for Product Registration under the Philippine Energy Labeling Program (PELP) – Air Conditioner/Refrigerating Appliance/Television Set/Lighting Product

Service Information: The use of an online platform or the PELP System resulted in faster, more accessible, and more efficient public service delivery. In response to COVID-19, EPRED worked towards the digitalization of its registration process, particularly for company registration, product registration and energy label issuance. All pertinent PELP documentary requirements are submitted electronically through the PELP System. As a result, substantial improvements in the ease of doing business/ease of transaction have been realized through the efficient processing of online registration applications and automation of energy label issuance.

<b>Office or Division:</b>	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
<b>Classification:</b>	Complex Transaction
<b>Type of Transaction:</b>	Government-2-Citizen, Government-2-Business
<b>Who may avail:</b>	<p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>The PELP was established through Department Circular DC2020-06-0015, “Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)”.</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Test Reports from a testing laboratory	<p>Testing laboratories:</p> <ol style="list-style-type: none"> <li>Duly accredited by signatories to ILAC / APLAC (may be 3rd-party / Company-owned)</li> <li>Duly accredited and recognized by the Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB)</li> <li>If the Philippines is a signatory of the mutual recognition of those facilities internationally</li> <li>Company-owned or third-party laboratories that are ISO 17025-accredited or PS-Certified</li> </ol>

2. Product Specification (with photos)		Applicant		
3. Duly accomplished Product Registration Form		PELP System Online Registration Portal		
4. Declaration of generic models (PELP IG Appendix E) – applicable for appliances only				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant requests for an Order of Payment (OoP) shall and fill-out an online form, through PELP Online Registration Portal	1.1 DOE-EPRED shall issue an OoP to the applicant through email	None		Chief, Supv. SRS and *Officer-In-Charge, EPRED
2. Applicant shall pay the application fee corresponding to the amount indicated in the Order of Payment (OoP) to the DOE – Treasury or by other means of payment such as bank deposit or online payment at DOE Trust Account and provide confirmation receipt to DOE-EPRED by sending photocopy /electronic copy of the official receipt.	2.1 DOE-EPRED shall validate the payment through the DOE Treasury Division	Php 300.00		Sr. SRS, SRS II, SRS I, EPRED
3. Applicant shall submit online the following duly accomplished documents to DOE through the PELP Online Registration Portal: <ul style="list-style-type: none"> <li>• Product Registration Form</li> <li>• Declaration of generic models (if applicable)</li> </ul>	3.1 DOE-EPRED to evaluate the completeness and correctness (based on the corresponding PPR) of the submitted technical documents and informs the applicant on the results of the evaluation.		6 Working Days	Sr. SRS, SRS II, SRS I, EPRED

<ul style="list-style-type: none"> <li>• Certified true copies of the following technical documents: -Test Report from a testing laboratory (Test Reports issued by laboratories accredited by signatories to ILAC / APLAC (may be 3rd-party / Company-owned) or duly accredited and recognized by the PAB or if the Philippines is a signatory of the mutual recognition of those facilities internationally. Company-owned laboratories should be ISO 17025-accredited)</li> <li>• Product Specification (with photos)</li> </ul>	<p>3.2 If submitted documents are incomplete, the DOE-EPRED shall notify applicant of the required document and/or data.</p>			
	<p>3.3 If evaluated as complete and correct, DOE-EPRED shall approve the Product Registration and include it to the Product Registry DOE-EPRED shall inform the applicant of the approval of application.</p>		1 Working Day	Chief, Supv. SRS, *Officer-In-Charge, EPRED
<b>Total Number of Days</b>			<b>7 working days</b>	



## Issuance of Energy Label for Product Registered under the Philippine Energy Labeling Program (PELP)

Service Information: The use of an online platform or the PELP System resulted in faster, more accessible, and more efficient public service delivery. In response to COVID-19, EPRED worked towards the digitalization of its registration process, particularly for company registration, product registration and energy label issuance. All pertinent PELP documentary requirements are submitted electronically through the PELP System. As a result, substantial improvements in the ease of doing business/ease of transaction have been realized through the efficient processing of online registration applications and automation of energy label issuance.

<b>Office or Division:</b>	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Citizen, Government-2-Business			
<b>Who may avail:</b>	<p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".</p>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request for Energy Label Issuance		PELP System Online Registration Portal		
Official Receipt / Certificate of Payment		DOE-Treasury Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Applicant requests for an Order of Payment (OoP) shall and fill-out an online form, through PELP Online Registration Portal	1.1 DOE-EPRED shall issue an OoP to the applicant via e-mail.	None		Chief, Supv. SRS and *Officer-In-Charge, EPRED
2. Applicant shall pay the application fee	2.1 DOE-EPRED shall validate the	Php 300.00		Sr. SRS, SRS II, SRS I, EPRED

<p>corresponding to the amount indicated in the Order of Payment (OoP) to the DOE – Treasury or by other means of payment such as bank deposit or online payment at DOE Trust Account and provide confirmation receipt to DOE-EPRED by sending photocopy /electronic copy of the official receipt.</p>	<p>payment through the DOE Treasury Division</p>			
<p>3. Applicant shall request energy label issuance through the PELP Online Registration Portal</p>	<p>3.1 DOE-EPRED generates the energy label based on the product data retrieved from the DOE PELP online platform, as validated by an authorized DOE personnel during product registration. The QR Code shall be automatically generated and will be included in the energy label file.</p>	<p>None</p>	<p>2 Working days</p>	<p>Sr. SRS, SRS II, SRS I, EPRED</p>
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall approve the Product Registration and include it to the Product Registry</p>		<p>1 Working day</p>	<p>Chief, Supv. SRS, *Officer-In-Charge, EPRED</p>

	DOE-EPRED informs the applicant of the availability of the Energy Label			
4. Applicant downloads, prints and attaches energy label to the product.		None		
<b>Total Number of Days</b>		<b>3 Working days</b>		



## Issuance of Energy Label Equivalent (Certificate of Exemption or the Certificate of Conditional Approval) for Product Registered under the Philippine Energy Labeling Program (PELP)

Service Information: The use of an online platform or the PELP System resulted in faster, more accessible, and more efficient public service delivery. In response to COVID-19, EPRED worked towards the digitalization of its registration process, particularly for company registration, product registration and energy label issuance or equivalent. All pertinent PELP documentary requirements are submitted electronically through the PELP System. As a result, substantial improvements in the ease of doing business/ease of transaction have been realized through the efficient processing of online registration applications and automation of energy label issuance.

<b>Office or Division:</b>	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	Government-2-Citizen, Government-2-Business
<b>Who may avail:</b>	<p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>The PELP was established through Department Circular DC2020-06-0015, "Prescribing the Guidelines of the Philippine Energy Labeling Program (PELP) for Compliance of Importers, Manufacturers, Distributors and Dealers of Electrical Appliances and other Energy-Consuming Products (ECP)".</p>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Energy Label Issuance		PELP System Online Registration Portal		
Official Receipt / Certificate of Payment		DOE-Treasury Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant requests for an Order of Payment (OoP) shall and fill-out an online form, through PELP Online Registration Portal	1.1 DOE-EPRED shall issue an OoP to the applicant via e-mail.	None		Chief, Supv. SRS and *Officer-In-Charge, EPRED



<p>2. Applicant shall pay the application fee corresponding to the amount indicated in the Order of Payment (OoP) to the DOE – Treasury or by other means of payment such as bank deposit or online payment at DOE Trust Account and provide confirmation receipt to DOE-EPRED by sending photocopy /electronic copy of the official receipt.</p>	<p>2.1 DOE-EPRED shall validate the payment through the DOE Treasury Division</p>	<p>Php 300.00</p>		<p>Sr. SRS, SRS II, SRS I, EPRED</p>
<p>3. Applicant shall request energy label issuance through the PELP Online Registration Portal</p>	<p>3.1 DOE-EPRED generates the energy label equivalent based on the product data retrieved from the DOE PELP online platform, as validated by an authorized DOE personnel during product registration. The QR Code shall be automatically generated and will be included in the energy label file.</p>	<p>None</p>	<p>2 Working days</p>	<p>Sr. SRS, SRS II, SRS I, EPRED</p>
	<p>3.2 If evaluated as complete and correct, DOE-EPRED shall approve the Product Registration and include it to the Product Registry</p>		<p>1 Working day</p>	<p>Chief, Supv. SRS, *Officer-In-Charge, EPRED</p>

	DOE-EPRED informs the applicant of the availability of the Energy Label Equivalent			
4. Applicant downloads, prints and attaches energy label equivalent to the product.		None		
<b>Total Number of Days</b>		<b>3 Working days</b>		



## Processing of Application for Recognition of Testing Laboratory under the Philippine Energy Labeling Program (PELP)

Service Information: Online submission and processing of application for recognition of testing laboratory (RTL) under the Philippine Energy Labeling Program. DOE-RTLs will serve as support infrastructures to facilitate energy performance verification testing of energy consuming products. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

<b>Office or Division:</b>	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
<b>Classification:</b>	Highly Technical Transaction
<b>Type of Transaction:</b>	Government-2-Citizen, Government-2-Business
<b>Who may avail:</b>	<p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>Through Department Circular DC2022-03-0005, “Guidelines for the Recognition of testing Laboratories for the Examination, Testing, and Verification of the Energy Efficiency of Energy-Consuming Products (ECPs) and the Fuel Efficiency of Transport Vehicles, including the Issuance of Certificate of Endorsement to the Board of Investment (BOI) for Fiscal Incentives”.</p> <p>Testing Laboratories that conduct energy performance testing of Energy Consuming Products covered under the Philippine Energy Labeling Program (PELP)</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Recognition of Testing Laboratory	PELP System Online Registration Portal
Official Receipt / Certificate of Payment	DOE-Treasury Division
Business permit	Local Government Unit
BIR Certificate of Registration	Bureau of Internal Revenue

PAB Accreditation Certificate or proof of ongoing application for PAB accreditation		Department of Trade and Industry – Philippine Accreditation Bureau		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits application documents.	1.1 DOE-EPRED shall receive and acknowledge the receipt of application.	None	1 Working Day	Sr. SRS, SRS II, SRS I
	1.2 DOE-EPRED shall determine the completeness of the application documents.		1 Working Day	
	1.2.1 If submitted documents are incomplete, the DOE-EPRED shall notify applicant of the required document and/or data.			
	1.2.2. If the evaluated documents are complete, DOE-EPRED shall inform the applicant to proceed with the payment.			
2. Applicant shall pay the application fee corresponding to the amount indicated in the Order of Payment (OoP) to the DOE – Treasury or by other means of payment such as bank deposit or online payment at DOE Trust Account and provide confirmation	2.1 DOE-EPRED shall validate the payment through the DOE Treasury Division	Php 20,000.00	1 Working Day	Sr. SRS, SRS II, SRS I
	2.2 DOE-EPRED shall schedule the on-site assessment of the testing laboratory.			

receipt to DOE-EPRED by sending photocopy /electronic copy of the official receipt.				
3. Applicant shall provide access of the testing facility to the DOE-RTL Assessment Team	<p>3.1 DOE-RTL Assessment Team validate and evaluate the documentary requirements submitted and inspects the equipment, and testing facilities, competency of the manpower involved in testing in accordance with the prescribed standards.</p> <p>3.2 DOE-EPRED shall prepare an Assessment Report</p> <p>3.2.1 If the applicant failed to meet the requirements/ standards, DOE-EPRED informs the applicant of the deficiency or non-conformity for appropriate corrective action.</p> <p>3.2.2 If assessed as compliant, the DOE-EPRED shall provide a recommendation for recognition.</p>	None	15 Working days	DOE-RTL Assessment Team composed of EPRED Staff (Chief SRS, /assigned OICs, Supv. SRS, Sr. SRS, SRS II, SRS I, and Laboratory Technical Experts
	<p>3.3 DOE-EPRED shall endorse the recommendation to the EUMB Director.</p> <p>3.4 EUMB Director issues the Certificate of Recognition or disapproves the application based on</p>			2 Working days

	<p>the findings and recommendation from the DOE-RTL Assessment Team.</p> <p>3.3 DOE-EPRED notifies the applicant of the results / status of the application.</p>			<p>Sr. SRS, SRS II, SRS I</p>
<p><b>Total Number of Days</b></p>			<p><b>20 Working days</b></p>	



## **EXTERNAL SERVICES**

# **ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION (EPMPD)**



## Issuance of Certificate for Registered Energy Service Company (ESCO)

Section 53 of the EEC IRR directs the DOE to develop guidelines for ESCOs which shall include among others, certification requirements, review and evaluation process, and the classification of ESCOs and states that ESCOs applying for certification must demonstrate their technical and managerial competence to design and implement energy efficiency projects, including energy audits, design engineering, providing or arranging project financing, construction management, operations and maintenance of energy efficient technologies, and verifying energy savings.

Legal Basis: DC2020-09-0018

<b>Office or Division</b>	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<b>Classification</b>	Complex	
<b>Type of Transaction</b>	Government-2-Business	
<b>Who may avail</b>	Energy Service Companies (ESCO) seeking accreditation for professional services to DOE for the first time that meets the minimum of requirements on legal and technical capacity.	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. One (1) Duly accomplished ESCO Application Assurances Form (Annex A)	Form can be secured from the DOE website or through this link <a href="https://bit.ly/ESCO_Downloads">https://bit.ly/ESCO_Downloads</a>	
2. One (1) Certified True Copies of the Documents on Corporate Personality	Client/Applicant	
3. For sole proprietorship entity, the following documents are required: i. One (1) copy of Business registration. ii. One (1) copy of Business permits		
4. For corporate, partnership and joint venture entities, the following are the requirements, as applicable: i. One (1) copy of Business registration ii. One (1) copy of Business permits iii. One (1) copy of SEC registration iv. One (1) copy of Articles of incorporation		
5. One (1) Duly accomplished Company Profile/Background (Annex B)	Form can be secured from the DOE website or through this link <a href="https://bit.ly/ESCO_Downloads">https://bit.ly/ESCO_Downloads</a>	
6. One (1) Duly accomplished Company Ownership/Management which includes list of names of officers, personnel and their position		



in the company including energy auditors, and the organizational structure (Annex C)		Order of payment can be secured from EPMPD		
7. One (1) duly accomplished List of Energy Audit equipment and other similar testing instruments including the date of its last calibration (Annex D)				
8. One (1) copy of the proof of payment for the Processing Fee				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to <a href="mailto:doe.epmpd@gmail.com">doe.epmpd@gmail.com</a>	1.1 EPMPD to assess the completeness of the submitted documents	N / A	N / A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD
N/A	2.2 Simultaneously, EPMPD to conduct technical evaluation and endorse the application documents to the Legal Services (LS) for legal evaluation if the submitted documents are complete	N / A	3 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical or legal evaluation	N / A	Processing time of the application will be placed on-hold	Staff, EPMPD
N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and		1 Working Day	Staff, EPMPD Staff, EUMB-OD

	certificate of Registered ESCO for consideration of the EUMB Director if the applicant passed the technical and legal elevation			
4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱15,000.00	1 Working Day	<i>Staff, EPMPD  Treasury</i>
N/A	4.2 Signing of the Certificate of Registered ESCO	N / A	1 Working Day	<i>Director, EUMB-OD</i>
5. Client to receive the approved certificate of Registered ESCO	5.1 Notify the client on the Issuance of the certificate of Registered ESCO		1 Working Day	<i>Staff, EPMPD</i>
6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N / A	N / A	<i>Staff, EPMPD</i>
<b>Total number of days:</b>			<b>7 Working Days</b>	

*\*Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



## Issuance of Certificate for Certified Energy Auditor (CEA)

Certified Energy Auditor (CEA) are individuals who evaluates energy consumption and review current energy cost to determine appropriate intervention measures and efficiency projects in which energy can be judiciously and efficiently used to achieve savings.

Legal Basis: DC2022-03-0008

<b>Office or Division</b>	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	Government-2-Business			
<b>Who may avail</b>	Duly certified individuals who satisfies the requirements under the Department Circular DC2022-03-0006.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. One (1) Duly Accomplished CEA Application Form (Annex B)		Form can be secured from the DOE website or through this link: <a href="https://bit.ly/DOE_DConCEA">https://bit.ly/DOE_DConCEA</a>		
2. One (1) Certified True Copy of PRC License (if applicable)		Client/Applicant		
3. One (1) Original Copy of Proof of Experience duly certified by the human resource management head or similar office				
4. One (1) Certified True Copy of Diploma and/or Transcript of Records				
5. One (1) Copy of proof of payment for the Application Fee		Order of payment can be secured from EPMPD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of required documents to <a href="mailto:certifiedea@doe.gov.ph">certifiedea@doe.gov.ph</a>	1.1 EPMPD to assess the completeness of the submitted documents	N / A	N / A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD

N/A	2.2 EPMPD to conduct technical evaluation if the submitted documents are complete		3 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical evaluation		<i>Processing time of the application will be placed on-hold</i>	Staff, EPMPD
N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and certificate of Energy Auditor for consideration of the EUMB Director if the applicant passed the technical elevation		1 Working Day	Staff, EPMPD Staff, EUMB-OD
5. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱1,000.00	1 Working Day	Staff, EPMPD
N/A	4.2 Signing of the Certificate of Energy Auditor		1 Working Day	Director, EUMB-OD
5. Client to receive the approved Certificate of Energy Auditor	5.1 Notify the client on the Issuance of the certificate of Energy Auditor	N / A	1 Working Day	Staff, EPMPD
6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N / A	N / A	Staff, EPMPD
<b>Total number of days:</b>			<b>7 Working Days</b>	

*\*Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



## Issuance of Certificate for Certified Energy Conservation Officers (CECO)

Certified Energy Conservation Officers (CECO) are individuals who demonstrates high levels of experience, competence, proficiency, and ethical fitness in the energy management profession, and who shall be responsible for the supervision and maintenance of the facilities of Type 1 Designated Establishments for the proper management of energy consumption.

Legal Basis: DC2022-03-0007

<b>Office or Division</b>	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<b>Classification</b>	Complex	
<b>Type of Transaction</b>	Government-2-Business	
<b>Who may avail</b>	Duly certified individuals who satisfies the requirements under the Department Circular DC2022-03-0007.	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. One (1) duly accomplished CECO Application Form (Annex A)	Form can be secured from the DOE website or through this link: <a href="https://bit.ly/DOE_DConCEM">https://bit.ly/DOE_DConCEM</a>
	2. One (1) Original copy of Sworn Statement of the applicant in discharging functions of Energy Conservation Officer (Annex B)	Client/Applicant
	3. One (1) Original Endorsement Letter from the head of the Type 1 Designated Establishment with the following information: <ul style="list-style-type: none"> <li>a. Company Header</li> <li>b. Complete name of applicant</li> <li>c. Position/Designation of applicant</li> </ul> Signed by company head/president or any delegated official that has the authority to sign on behalf of the company head/president	
	4. One (1) Certified True Copy of any academic credentials and for graduates of K-12 Academic Track of Science, Technology, Engineering, and Mathematics (STEM), Transcript of Records and/or Diploma	
	5. At least one (1) copy of Seminar/Training Programs attended related to Energy Management or handling of facilities	

6. (1) Copy of proof of payment for the processing fee.		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to <a href="mailto:certifiedeco@doe.gov.ph">certifiedeco@doe.gov.ph</a>	1.1 EPMPD to assess the completeness of the submitted documents	N / A	N / A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD
N/A	2.2 EPMPD to conduct technical evaluation if the submitted documents are complete		3 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical evaluation		Processing time of the application will be placed on-hold	Staff, EPMPD
N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and certificate of Energy Conservation Officer for consideration of the EUMB Director if the applicant passed the technical elevation		1 Working Day	Staff, EPMPD Staff, EUMB-OD
4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱1,000.00	1 Working Day	Staff, EPMPD
N/A	4.2 Signing of the Certificate of Energy Conservation Officer	N / A	1 Working Day	Director, EUMB-OD
5. Client to receive the approved Certificate of Energy Conservation Officer	5.1 Notify the client on the Issuance of the certificate of Energy Conservation Officer		1 Working Day	Staff, EPMPD

6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N / A	N / A	Staff, EPMPD
<b>Total number of days:</b>		<b>7 Working Days</b>		

*\*Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



## Issuance of Certificate for Certified Energy Manager (CEM)

Certified Energy Managers (CEM) are individuals who demonstrates high levels of experience, competence, proficiency, and ethical fitness in the energy management profession, and who shall be chosen by Type 2 designated establishments to plan, lead, manage, coordinate, monitor, and evaluate the implementation of sustainable energy management within their organizations.

Legal Basis: DC2022-03-0008

<b>Office or Division</b>	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)
<b>Classification</b>	Complex
<b>Type of Transaction</b>	Government-2-Business
<b>Who may avail</b>	Duly certified individuals who satisfies the requirements under the Department Circular DC2022-03-0008.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. One (1) duly accomplished CEM Application Form (Annex E)	Form can be secured from the DOE website or through this link: <a href="https://bit.ly/DOE_DConCEM">https://bit.ly/DOE_DConCEM</a>
2. One (1) Original Copy of Sworn Statement of the applicant in discharging functions of Energy Manager (Annex F)	Client/Applicant
3. One (1) Certified True Copy of license from the Professional Regulatory Commission (if applicable)	
4. One (1) Certified True Copy of Diploma and Transcript of Records.	
5. One (1) Original copy of Endorsement Letter from the Company with the following information: a. Company Header b. Complete name of applicant c. Position/Designation of applicant Signed by company head/president or other authorized representative of the Type 2 Designated Establishment.	
6. One (1) Original Proof of Copy of Experience duly certified by the human resource management head or similar office.	



7. One (1) Copy of Specialized and/or refresher training from Recognized Training Institution (RTI)				
8. One (1) Copy of proof of payment for the Application Fee		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to <a href="mailto:certifiedem@doe.gov.ph">certifiedem@doe.gov.ph</a>	1.1 EPMPD to assess the completeness of the submitted documents	N / A	N / A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD
N/A	2.2 EPMPD to conduct technical evaluation if the submitted documents are complete		3 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical evaluation		Processing time of the application will be placed on-hold	Staff, EPMPD
N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and certificate of Energy Manager for consideration of the EUMB		1 Working Day	Staff, EPMPD  Staff, EUMB-OD

	Director if the applicant passed the technical elevation			
4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱1,000.00	1 Working Day	<i>Staff, EPMPD</i>
N/A	4.2 Signing of the Certificate of Energy Manager	N / A	1 Working Day	<i>Director, EUMB-OD</i>
5. Client to receive the approved Certificate of Energy Manager	5.1 Notify the client on the Issuance of the certificate of Energy Manager		1 Working Day	<i>Staff, EPMPD</i>
6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N / A	N / A	<i>Staff, EPMPD</i>
<b>Total number of days:</b>			<b>7 Working Days</b>	

*\*Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



## Issuance of Certificate for Certified Energy Service Company (ESCO)

Section 53 of the EEC IRR directs the DOE to develop guidelines for ESCOs which shall include among others, certification requirements, review and evaluation process, and the classification of ESCOs and states that ESCOs applying for certification must demonstrate their technical and managerial competence to design and implement energy efficiency projects, including energy audits, design engineering, providing or arranging project financing, construction management, operations and maintenance of energy efficient technologies, and verifying energy savings.

Legal Basis: DC2020-09-0018

<b>Office or Division</b>	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	Government-2-Business	
<b>Who may avail</b>	Energy Service Companies (ESCO) which in addition to meeting the requirements of a Registered ESCO also has proven performance or results-based projects savings experience and with proven customer experiences.	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. One (1) duly accomplished ESCO Application Assurances Form (Annex A)	Form can be secured from the DOE website or through this link <a href="https://bit.ly/ESCO_Downloads">https://bit.ly/ESCO_Downloads</a>
	2. One (1) Certified True Copies of the Documents on Corporate Personality	Client/Applicant
	3. For sole proprietorship entity, the following documents are required: i. One (1) copy of Business registration ii. One (1) copy of Business permits	
	4. For corporate, partnership and joint venture entities, the following are the requirements, as applicable: i. One (1) copy of Business registration ii. One (1) copy of Business permits iii. One (1) copy of SEC registration iv. One (1) copy of Articles of incorporation	
	5. One (1) duly accomplished Company Profile/Background (Annex B)	
	6. One (1) copy of Company Ownership/Management which includes list of names of officers, personnel and their position in the company including energy	Form can be secured from the DOE website or through this link <a href="https://bit.ly/ESCO_Downloads">https://bit.ly/ESCO_Downloads</a>

auditors, and the organizational structure (Annex C)				
7. One (1) duly accomplished List of Energy Audit equipment and other similar testing instruments including the date of its last calibration (Annex D)				
8. One (1) duly accomplished List of Energy Efficiency Projects undertaken in the last three (3) years (Annex E)		Form can be secured from the DOE website or through this link <a href="https://bit.ly/ESCO_Downloads">https://bit.ly/ESCO_Downloads</a>		
9. One (1) copy of Audited financial statement in the last two (2) years		Client/Applicant		
10. One (1) copy of Proof of payment of the Application Fee		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to <a href="mailto:doe.epmpd@gmail.com">doe.epmpd@gmail.com</a>	1.1 EPMPD to assess the completeness of the submitted documents	N / A	N / A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD
N/A	2.2 Simultaneously, EPMPD to conduct technical evaluation and endorse the application documents to the Legal Services (LS) for legal evaluation and Financial Services (FS) for financial evaluation if the submitted documents are complete		7 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD  LS FS

3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical, financial, or legal evaluation		<i>Processing time of the application will be placed on-hold</i>	<i>Staff, EPMPD</i>
N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and certificate of Certified ESCO through the EUMB Director for consideration of the DOE Secretary if the applicant is compliant with the Technical, Legal, and Financial requirements.		10 Working Days	<i>Staff, EPMPD</i> <i>Staff, EUMB-OD</i> <i>Office of the Secretary</i>
4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱30,000.00	1 Working Day	<i>Staff, EPMPD</i> <i>Treasury</i>
N/A	4.2 Signing of the Certificate of Registered ESCO		1 Working Day	<i>Director, EUMB-OD</i>
5. Client to receive the approved certificate of Registered ESCO	5.1 Notify the client on the Issuance of the certificate of Registered ESCO	N / A	1 Working Day	<i>Staff, EPMPD</i>
6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N / A	N / A	<i>Staff, EPMPD</i>
<b>Total number of days:</b>		<b>20 Working Days</b>		

*\*Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



## Issuance of Certificate for Recognized Training Institutions (RTI) for Certified Energy Auditor (CEA)

“Recognized Training Institutions (RTI)” refers to recognized entities who complied with the requirements identified by the DOE. RTI are the only entities eligible to conduct prescribed training for CEA.

Legal Basis: DC2022-03-0006

<b>Office or Division</b>	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<b>Classification</b>	Highly Technical	
<b>Type of Transaction</b>	Government-2-Business	
<b>Who may avail</b>	Duly certified individuals who satisfies the requirements under the Department Circular DC2022-03-0006.	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. One (1) Duly Accomplished RTI Application Form (Annex E)	Forms can be secured from the DOE website or through this link: <a href="https://bit.ly/DOE_DConCEA">https://bit.ly/DOE_DConCEA</a>	
2. One (1) Certified True Copy of Documents on Corporate Personality	Client/Applicant	
3. One (1) Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position		
4. One (1) Copy of Proof of ownership/lease of an actual training facility/building		
5. One (1) Original Copy of List of equipment/machineries and other instructional materials, whether owned or leased		
6. One (1) Certified True Copy of Business Registration		
7. One (1) Certified True Copy of Business Permits		
8. One (1) Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable)		
9. One (1) Original Copy of List of trainings provided		

10. One (1) Original Copy of Training Plan for CEA with corresponding number of days and fees				
11. One (1) Copy of proof of payment for the processing fee.		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to <a href="mailto:certifiedea@doe.gov.ph">certifiedea@doe.gov.ph</a>	1.1 EPMPD to assess the completeness of the submitted documents	N/A	N/A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD
N/A	2.2 EPMPD to conduct technical evaluation if the submitted documents are complete		16 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical evaluation		Processing time of the application will be placed on-hold	Staff, EPMPD
N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and certificate of RTI for EA for consideration of the EUMB Director if the applicant passed the		1 Working Day	Staff, EPMPD  Staff, EUMB-OD

	technical elevation			
4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱10,000.00	1 Working Day	<i>Staff, EPMPD</i>
N/A	4.2 Signing of the Certificate of RTI for EA	N/A	1 Working Day	<i>Director, EUMB-OD</i>
5. Client to receive the approved Certificate of RTI for EA	5.1 Notify the client on the Issuance of the certificate of RTI for EA		1 Working Day	<i>Staff, EPMPD</i>
6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N/A	N/A	<i>Staff, EPMPD</i>
<b>Total number of days:</b>			<b>20 Working Days</b>	

*\*Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*





## Issuance of Certificate for Recognized Training Institutions (RTI) for Certified Energy Manager (CEM)

“Recognized Training Institutions (RTI)” refers to recognized entities who complied with the requirements identified by the DOE. RTI are the only entities eligible to conduct prescribed training for CEM.

Legal Basis: DC2022-03-0008

<b>Office or Division</b>	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<b>Classification</b>	Highly Technical Transaction	
<b>Type of Transaction</b>	Government-2-Business	
<b>Who may avail</b>	Duly certified individuals who satisfies the requirements under the Department Circular DC2022-03-0008.	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. One (1) Duly Accomplished RTI Application Form (Annex B)	Forms can be secured from the DOE website or through this link: <a href="https://bit.ly/DOE_DConCEM">https://bit.ly/DOE_DConCEM</a>	
2. One (1) Certified True Copy of Documents on Corporate Personality	Client/Applicant	
3. One (1) Certified True Copy of Corporate Ownership/Management which includes list of names of officers, personnel, and their position		
4. One (1) Copy of Proof of ownership/lease of an actual training facility/building		
5. One (1) Original Copy of List of equipment/machineries and other instructional materials, whether owned or leased		
6. One (1) Certified True Copy of Business Registration		
7. One (1) Certified True Copy of Business Permits		
8. One (1) Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable)		
9. One (1) Original Copy of List of trainings provided		

10. One (1) Original Copy of Training Plan for CEM with corresponding number of days and fees				
11. One (1) Copy of proof of payment for the processing fee.		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to <a href="mailto:certifiedem@doe.gov.ph">certifiedem@doe.gov.ph</a>	1.1 EPMPD to assess the completeness of the submitted documents	N/A	N/A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD
N/A	2.2 EPMPD to conduct technical evaluation if the submitted documents are complete		16 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical evaluation		Processing time of the application will be placed on-hold	Staff, EPMPD
N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and certificate of RTI for EM for consideration of the EUMB Director if the applicant passed the		1 Working Day	Staff, EPMPD  Staff, EUMB-OD

	technical elevation			
4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱10,000.00	1 Working Day	Staff, EPMPD
N/A	4.2 Signing of the Certificate of RTI for EM	N/A	1 Working Day	Director, EUMB-OD
5. Client to receive the approved Certificate of RTI for EM	5.1 Notify the client on the issuance of the certificate of RTI for EM		1 Working Day	Staff, EPMPD
6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N/A	N/A	Staff, EPMPD
<b>Total number of days:</b>			<b>20 Working Days</b>	

*\*Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



## Processing of Application for the Endorsement to BOI of Energy Efficiency Projects for Fiscal Incentives

Section 72 of the DC2019-11-0014 (Implementing Rules and Regulations of R.A. 11285) states that to qualify for the availment of the fiscal incentives allowed under the R.A. 11285 and DC2019-11-0014, the energy efficiency (EE) project must be certified as such by the DOE and registered with the BOI.

Legal Basis: DC2021-05-0011

<b>Office or Division</b>	Energy Efficiency and Conservation Program Management and Technology Promotions Division (EPMPD)	
<b>Classification</b>	Highly Technical Transaction	
<b>Type of Transaction</b>	Government-2-Business	
<b>Who may Avail</b>	Energy Service Companies / Companies with self-financed Energy Efficiency Projects.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Energy Service Company (ESCO) Initiated Project</b>		
1. One (1) Original Application letter (Annex A) indicating the intent to avail of BOI incentives, letter should be addressed to:  The Director Energy Utilization Management Bureau Department of Energy Energy Center, Rizal Drive, Bonifacio Global City, Taguig City		Form can be secured from the DOE website
2. One (1) duly accomplished Application Form (Annex B)		
3. One (1) Copy of DOE issued Certificate of Registered ESCO or Certified ESCO		Client/Applicant
4. One (1) Copy of Energy Audit Report duly signed by a DOE Registered or Certified Energy Auditor		
5. One (1) Original Project Profile (Annex C)		Form can be secured from the DOE website
6. One (1) Copy of Project Contract or Energy Saving Performance Guarantee Contract		Client/Applicant
7. One (1) copy of Proof of Payment for Simple Energy Efficiency Project or Complex Energy Efficiency Project		Treasury Division, scanned copy of deposit slip or snapshot of the successful bank transfer.

<b>For TPPD/Project SPV</b>	
<p>1. One (1) Original Copy of Application letter (Annex A) indicating the intent to avail of BOI incentives, letter should be addressed to:</p> <p>The Director  Energy Utilization Management Bureau  Department of Energy  Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</p>	Form can be secured from the DOE website
2. One (1) duly accomplished Application Form (Annex B)	
<p>3. One (1) Certified True Copy of the Documents on Corporate Personality</p> <p>For sole proprietorship entity, the following documents are required:</p> <p>i. Business registration  ii. Business permits</p> <p>For corporate, partnership and joint venture entities, the following documents are required:</p> <p>i. Business registration  ii. Business permits  iii. SEC registration  iv. Articles of incorporation</p>	Client/Applicant
4. One (1) Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor	
5. One (1) copy of Project Profile (Annex C)	Form can be secured from the DOE website
6. One (1) copy of proof of Payment for Simple Energy Efficiency Project or Complex Energy Efficiency Project	Treasury Division, scanned copy of deposit slip or snapshot of the successful bank transfer.
<b>For Self-financed Projects</b>	
<p>1. One (1) original application letter (Annex A) indicating the intent to avail of BOI incentives, letter should be addressed to:</p> <p>The Director  Energy Utilization Management Bureau  Department of Energy  Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</p>	Form can be secured from the DOE website
2. One (1) duly accomplished Application Form (Annex B)	

<p>3. One (1) Certified True Copy of the Documents on Corporate Personality</p> <p>For sole proprietorship entity, the following documents are required:</p> <ul style="list-style-type: none"> <li>i. Business registration</li> <li>ii. Business permits</li> </ul> <p>For corporate, partnership and joint venture entities, the following documents are required:</p> <ul style="list-style-type: none"> <li>i. Business registration</li> <li>ii. Business permits</li> <li>iii. SEC registration</li> <li>iv. Articles of incorporation</li> </ul>		<p>Client/Applicant</p>					
<p>4. One (1) Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor</p>							
<p>5. One (1) duly accomplished Project Profile (Annex C)</p>					<p>Form can be secured from the DOE website</p>		
<p>6. One (1) copy of Proof of Payment for Simple Energy Efficiency Project or Complex Energy Efficiency Project</p>					<p>Treasury Division, scanned copy of deposit slip or snapshot of the successful bank transfer.</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
<p>1. Submission of Required Documents to <a href="mailto:doe.epmpd@gmail.com">doe.epmpd@gmail.com</a></p>	<p>1.1. EPMPD to assess the completeness of the submitted documents</p>	<p>N/A</p>	<p>N/A</p>	<p><i>Staff, EPMPD</i></p>			
<p>2. Submit the needed documents</p>	<p>2.1. EPMPD to notify the client to submit the lacking documents if submission is not complete</p>			<p><i>Staff, EPMPD</i></p>			
<p>N/A</p>	<p>2.2. Simultaneously, EPMPD to conduct technical evaluation and endorse the application documents to the Legal Services (LS) for legal evaluation and Financial Services (FS) for financial evaluation if the submitted documents are complete</p>		<p>16 Working Days</p>	<p><i>Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD</i></p> <p><i>LS</i></p> <p><i>FS</i></p>			

3. Make corrective actions	3.1. EPMPD to notify client if the application failed the technical, financial, or legal evaluation		<i>Processing time of the application will be placed on-hold</i>	<i>Staff, EPMPD</i>
N/A	3.2. EPMPD to notify client and prepare the certificate of endorsement to BOI if the application passed the technical, legal, and financial evaluation		1 Working Day	<i>Staff, EPMPD</i> <i>Staff, EUMB-OD</i>
4. Payment for the application fee	4.1. EPMPD to issue order of payment for the application	₱15,000.00 for simple EE projects. ₱25,000.00 for complex EE projects.	1 Working Day	<i>Staff, EPMPD</i> <i>Treasury</i>
N/A	4.2. Signing of the Certificate of Endorsement		1 Working Day	<i>Director, EUMB-OD</i>
N/A	4.3. Transmittal of the Endorsement to BOI	N/A	1 Working Day	<i>Staff, EPMPD</i> <i>EUMB-OD</i>
5. Accomplish the Online Client and Satisfaction Survey	5.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N/A	N / A	<i>Staff, EPMPD</i>
<b>Total number of Days</b>			<b>20 Working Days</b>	

*\*Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



## Processing of Application for the Endorsement to BOI of Energy Efficiency Strategic Investments for Fiscal Incentives

Section 72 of the DC2019-11-0014 (Implementing Rules and Regulations of R.A. 11285) states that to qualify for the availment of the fiscal incentives allowed under the R.A. 11285 and DC2019-11-0014, the energy efficiency (EE) project must be certified as such by the DOE and registered with the BOI.

Legal Basis: DC2022-03-0004

<b>Office or Division</b>	Energy Efficiency and Conservation Program Management and Technology Promotions Division (EPMPD)	
<b>Classification</b>	Highly Technical Transaction	
<b>Type of Transaction</b>	Government-2-Business	
<b>Who may Avail</b>	Energy Service Companies / Companies with self-financed Energy Efficiency Projects.	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<p>1. One (1) original Application letter (Annex F) indicating the intent to avail of BOI incentives, letter should be addressed to:</p> <p style="padding-left: 40px;">The Director Energy Utilization Management Bureau Department of Energy Energy Center, Rizal Drive, Bonifacio Global City, Taguig City</p>	Form can be secured from the DOE website
	2. One (1) duly accomplished Application Form (Annex G)	
	3. One (1) duly accomplished technical Documentation (Annex H)	Client/Applicant
	<p>4. Financial Documentation</p> <p><b><i>For corporations existing for more than two (2) years at the time of filing of application:</i></b></p> <ul style="list-style-type: none"> <li>• One (1) copy of Annual Report or Audited Financial Statements (FS) for the last two (2) years from filing date and copy of the latest unaudited FS signed by responsible official if the Audited FS is more than six (6) months old at the time of filing</li> </ul>	



<ul style="list-style-type: none"> <li>• One (1) copy of Bank Certification to substantiate cash balance as of the latest unaudited FS</li> <li>• One (1) copy of Projected Cash Flow Statement for two (2) years, showing the sources and uses of funds for the proposed Energy Efficiency (EE) Project. If Credit Line is identified as one of the sources of funds, there must be a clear indication, showing that a certain amount to be drawn is earmarked for the EE project</li> <li>• One (1) copy of latest income tax return filed with the Bureau of Internal Revenue</li> <li>• One (1) copy of List of existing and/or pending applications for projects with the DOE, including the status and cost of work commitment per project per year</li> </ul> <p><b><i>For newly organized corporation existing for less than two (2) years at the time of filing of application:</i></b></p> <ul style="list-style-type: none"> <li>• One (1) Copy of Audited FS or unaudited FS duly signed by the responsible official</li> <li>• One (1) Copy of Bank Certification to substantiate cash balance as of the latest unaudited FS</li> <li>• One (1) Copy of Projected Cash Flow Statement for two (2) years, showing the sources and uses of funds for the proposed Energy Efficiency (EE) Project. If Credit Line is identified as one of the sources of funds, there must be a clear indication, showing that a certain amount to be drawn is earmarked for the EE project</li> </ul> <p><b><i>For Parent Company that guarantees for corporation with insufficient working capital:</i></b></p> <ul style="list-style-type: none"> <li>• One (1) Copy of Parent Company's financial documents per FS and Bank Certificate</li> <li>• One (1) Copy of duly notarized letter of Undertaking / Support from the Parent Company to fund the Work Program</li> </ul>	<p>Client/Applicant</p>
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<b>Applicants' Financial Capability (Refer to Annex A)</b>				
<p>5. Legal Documentation</p> <ul style="list-style-type: none"> <li>One (1) Business Permit</li> <li>One (1) Certified true copy of the Security and Exchange Commission (SEC) Certification of Registration, Articles of Incorporation and By-Laws</li> <li>One (1) Certified true copy of the General Information Sheet (GIS) stamped-received by the SEC not more than twelve (12) months old at the time of filing of application</li> <li>One (1) Original Copy of the Certificate of Authority from the Board of Directors of the proponent authorizing designated representative/s to apply and sign any documents</li> <li>Any interested party organized in a foreign country shall submit legal and financial documents, or its equivalent, issued by the appropriate governing body and duly authenticated by the Philippine consulate having appropriate jurisdiction</li> </ul>		Client/Applicant		
6. One (1) copy of the Report on the Project Completion/ Commissioning of the Energy Efficiency Project (Annex D)				
7. One (1) Proof of Payment for New and Expansion Energy Efficiency Project		Treasury Division, scanned copy of deposit slip or snapshot of the successful bank transfer.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Required Documents to DOE-EPMPD	1.1. EPMPD to assess the completeness of the submitted documents	N/A	N/A	Staff, EPMPD
2. Submit the needed documents	2.1. EPMPD to notify the client to submit the lacking documents			Staff, EPMPD
N/A	2.2. EPMPD to conduct technical evaluation		16 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD

3. Make corrective actions	3.1. EPMPD to notify client if the application failed the technical evaluation		<i>Processing time of the application will be placed on-hold</i>	<i>Staff, EPMPD</i>
N/A	3.2. EPMPD to notify client and prepare the certificate of endorsement to BOI if the application passed the technical evaluation	N/A	1 Working Day	<i>Staff, EPMPD</i> <i>Staff, EUMB-OD</i>
4. Payment for the application fee	4.1. EPMPD to issue order of payment for the application	₱25,000.00	1 Working Day	<i>Staff, EPMPD Treasury</i>
N/A	4.2. Signing of the Certificate of Endorsement		1 Working Day	<i>Director, EUMB-OD</i>
N/A	4.3. Transmittal of the Endorsement to BOI	N/A	1 Working Day	<i>Staff, EPMPD EUMB-OD</i>
5. Accomplish the Online Client and Satisfaction Survey	5.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N/A	N/A	<i>Staff, EPMPD</i>
<b>Total number of Days</b>			<b>20 Working Days</b>	

*\*Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



## Issuance of Certificate for Firm, Partnership, Corporation, and Sole Proprietorship (FPCS) as Certified Energy Auditors (CEA)

Certified Firm, Partnership, Corporation, and Sole Proprietorship are entities certified by the DOE who has proven credibility and has demonstrated high levels of experience, competence, proficiency, and ethical fitness to conduct an energy audit.

Legal Basis: DC2022-04-0013

<b>Office or Division</b>	Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD)	
<b>Classification</b>	Highly Technical Transaction	
<b>Type of Transaction</b>	Government-2-Business	
<b>Who may avail</b>	Duly certified individuals/entities who satisfy the requirements under the Department Circular 2022-04-0013	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. One (1) duly accomplished FPCS Application Form (Form A)	Forms can be secured from the DOE website or through this link: <a href="https://bit.ly/DOE_DConFPCS">https://bit.ly/DOE_DConFPCS</a>	
2. One (1) Copy of Company Profile/Background under Annex B		
3. One (1) Original Copy of CVs of Energy Auditors (list of manpower dedicated for energy audits should be Certified Energy Auditors) under Annex D		
4. One (1) Original Copy of List of Energy Audit equipment and other similar testing instruments and the date of its calibration under Annex E		
5. One (1) Original Copy of List of Energy Audits undertaken in the last three (3) years under Annex H*	Client/Applicant	
6. One (1) Certified True Cope of the Documents on Corporate Personality		
7. One (1) Original Copy of Company Ownership/management which includes list of names of officers, personnel, and their position in the company including energy auditors, and the organizational structure		
8. One (1) Certified True Copy of PRC License of Energy Auditors (if applicable)		

9. One (1) Copy of Bank Certificate to substantiate the cash balance indicated in the Financial Status				
10. One (1) Certified True of Copy of Audited financial statement in the last two (2) years*				
11. One (1) Copy of Certificate of Training Completion of Energy Auditor issued by a Recognized Training Institution (RTI)*				
12. One (1) Copy of proof of payment for the processing fee.		Order of payment can be secured from EPMPD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required documents to <a href="mailto:fpcs@doe.gov.ph">fpcs@doe.gov.ph</a>	1.1 EPMPD to assess the completeness of the submitted documents	N/A	N/A	Staff, EPMPD
2. Submit needed documents	2.1 EPMPD to notify the client to submit the lacking documents if submission is not complete			Staff, EPMPD
N/A	2.2 Simultaneously, EPMPD to conduct technical evaluation and endorse the application documents to the Legal Services (LS) for legal evaluation and Financial Services (FS) for financial evaluation if the submitted documents are complete		16 Working Days	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I EPMPD
3. Make Corrective Action	3.1 EPMPD to notify client if the application failed the technical, legal		Processing time of the application will	Staff, EPMPD

	or financial evaluation		<i>be placed on-hold</i>	
N/A	3.2 EPMPD to notify the client and prepare an endorsement memorandum and certificate of FPCS as CEA for consideration of the EUMB Director if the applicant passed the technical and legal elevation		1 Working Day	Staff, EPMPD  Staff, EUMB-OD
4. Payment for the application fee	4.1 EPMPD to issue order of payment for the application	₱10,000.00	1 Working Day	Staff, EPMPD  Treasury
N/A	4.2 Signing of the certificate of FPCS as CEA		1 Working Day	Director, EUMB-OD
5. Client to receive the approved certificate of FPCS as CEA	5.1 Notify the client on the Issuance of the certificate of FPCS as CEA	N / A	1 Working Day	Staff, EPMPD
6. Accomplish the Online Client and Satisfaction Survey	6.1 Notify the Client to accomplish the Online Client Satisfaction Survey	N / A	N / A	Staff, EPMPD
<b>Total number of days:</b>			<b>20 Working Days</b>	

*\*Upon unsuccessful technical evaluation, the pertinent documents will be returned to the applicant for revision. The submission of revised documents will undergo re-evaluation as though it were a new application.*



## **EXTERNAL SERVICES**

# **ALTERNATIVE FUELS AND ENERGY TECHNOLOGY DIVISION (AFETD)**



## Issuance of DOE Endorsement for BOI Incentives Availment for Electric Vehicle Charging Stations (EVCS) Participants

Service Information: The DOE through EUMB may certify and endorse to the DTI-8OI any person/entity that intends to engage in any activity related to the development, establishment, and operation of EVCS in the Philippines for the availment of fiscal incentives as provided under EO 226.

<b>Office or Division:</b>	Alternative Fuels and Energy Technology Division (AFETD)				
<b>Classification:</b>	Highly Technical Transaction				
<b>Type of Transaction:</b>	Government-2-Business				
<b>Who may avail:</b>	EVCS participants requesting endorsement to DTI-BOI				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
1. Application letter to DOE-EUMB for BOI Endorsement		Proponent			
2. Attach proof of project sustainability that includes, but not limited to fiscal cost-benefit analysis, project financial statements, company information and business model.		Proponent			
3. DTI registration (one copy, certified true copy)		DTI			
4. Local Business Permit (one copy, certified true copy)		LGU			
5. Environmental Compliance Certificate (one copy, certified true copy)		DENR			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Submission of application	1. Receiving, recording and endorsement of request	None	1 Working day	Office of the Director, EUMB	
	2. Screening and endorsement of request to Supervising Science Research Specialist (SRS)		3 Working days		Division Chief, AFETD
	3. Assessment of request and delegation to technical staff				Supervising SRS, AFETD
2. Completion of the incomplete	4. Assessment of completeness of the documents. For				Technical Staff (Senior SRS), AFETD



document/s for resubmission.	incomplete documents, notification to applicant for resubmission.			
3. Preparation of presentation - Provision of data request - Revision of the proof of project sustainability	5. Preparation of Evaluation Report and endorsement letter for Supervisor's review and approval. For further clarification: - Notification to the applicant - Scheduling of presentation for clarification - Request of necessary data/information - Re-assessment and validation of the revised proof of project sustainability		10 Working days	Technical Staff (Senior SRS), AFETD
	Report Validation and endorsement to Chief SRS		2 Working days	Supervising SRS, AFETD
	6. Review validation report and recommend for the Director's approval of BOI endorsement		2 Working days	Division Chief, AFETD
	7. Review and approval of BOI endorsement		2 Working days	Director, EUMB
	8. Recording and transmittal of output			Office of the Director, EUMB
	9. Communication feedback to the client			Staff, AFETD
<b>Total Number of days</b>			<b>20 Working days</b>	



## **EXTERNAL SERVICES**

# **ENERGY EFFICIENCY & CONSERVATION PUBLIC SECTOR MANAGEMENT DIVISION (EPSMD)**



## \*Energy Audit Services: Preliminary Energy Audit

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

<b>Office or Division:</b>	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Government -2-Government			
<b>Who may avail:</b>	<p>*Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Public Sector Management Division (EPSMD) is mandated to implement the Government Energy Management Program (GEMP), which aims to reduce the government's monthly consumption of electricity and petroleum products through energy efficiency and conservation and utilization of renewable energy technologies, among others.</p> <p>The EPSMD has a yearly target number of government entities for the conduct of preliminary energy audits.</p> <p>The energy audit is free of charge for all government entities not only to assess their level of compliance but also to aid them in complying thereto.</p>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Required Document Checklist		DOE EPSMD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client to provide assistance during EPSMD's conduct of energy audit	1.1 EPSMD conducts the energy audit	N/A	1 working day	Chief, Supv. SRS, Sr. SRS, SRS II, SRS I
	1.2 Review of completeness of the Required documents of GEMP		<i>*Processing will be placed on hold within seven working days</i>	
	1.3 Preparation of the Energy Audit Report		3 working days	Supvg. SRS, Sr. SRS, SRS II, SRS I

	1.4 Review/revision/approval of the energy audit report by the Division Chief		1 working day	Chief SRS
	1.5 Review/revision/approval of the energy audit report by the EUMB Director		1 working day	Director, EUMB
	1.6 Transmittal of the energy audit report		1 working day	Staff, EPSMD
	1.7 Client to rate the service by submitting the "Client Satisfaction Survey Form"			
			<b>7 Working days</b>	



## Processing of Energy Audit Services: Virtual Preliminary Energy Audit

Service Information : As a consequence of social distancing due to covid-19, EPSMD shifted to the conduct of virtual preliminary energy audits. The actual method rely heavily on offsite survey, using a question and answer format and analysis of energy use and operations using inputs from the utility meters and consumption reports. The interview is followed by a brief video tour of the facility. The activity is geared towards identification of energy waste or inefficiencies by recommending brief corrective measures, providing quick estimates of potential operating costs and energy savings.

<b>Office or Division:</b>	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	Government -2-Government			
<b>Who may avail:</b>	<p>*Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Public Sector Management Division (EPSMD) is mandated to implement the Government Energy Management Program (GEMP), which aims to reduce the government's monthly consumption of electricity and petroleum products through energy efficiency and conservation and utilization of renewable energy technologies, among others.</p> <p>The EPSMD has a yearly target number of government entities for the conduct of preliminary energy audits.</p> <p>The energy audit is free of charge for all government entities not only to assess their level of compliance but also to aid them in complying thereto.</p>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Required Document Checklist		DOE EPSMD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Participate in the conduct of virtual energy audit orientation	Conduct virtual energy audit orientation to participants from the government entities and LGUs	N/A	<i>Note: This is conducted prior to the virtual energy audit.</i>	Chief, Supv. SRS, Sr. SRS, SRS II, SRS I
1. Client to provide assistance during EPSMD's conduct of	1.1 EPSMD conducts the energy audit		1 working day	Chief, Supvg. SRS, Sr. SRS, SRS II, SRS I

virtual energy audit				
	1.2 Review of completeness of the required documents of GEMP		<i>*Processing will be placed on hold within seven working days</i>	
	1.3 Preparation of the energy audit report		3 working days	Supvg. SRS, Sr. SRS, SRS II, SRS I
	1.4 Review/revision/approval of the energy audit report by the Division Chief		1 working day	Chief SRS
	1.5 Review/revision/approval of the energy audit report by the EUMB Director		1 working day	Director, EUMB
	1.6 Transmittal of the energy audit report		1 working day	Staff EPSMD
	1.7 Client to rate the service by submitting the "Client Satisfaction Survey Form"			
			<b>7 working days</b>	



## Application Process for Recognized Training Institution Accreditation

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

<b>Office or Division:</b>	Energy Efficiency and Conservation Public Sector Management Division (EPSMD)	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	Government -2- Business	
<b>Who may avail:</b>	Duly certified individual who satisfies the requirements under the Department Circular No. DC2023-05-0009	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished training institution application form		Form can be secured from the DOE website or through this link: <a href="https://bit.ly/RTI-Application">https://bit.ly/RTI-Application</a>
2. One (1) Certified True Copy of Documents on Corporate Personality;		Client/Applicant
3. One (1) Original Copy of List of Equipment /energy audit instruments and other instructional materials, whether owned or leased;		
4. One (1) Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable);		
5. One (1) Original Copy of List of Trainings provided;		
6. One (1) Original Copy of Training Plan with corresponding number of days and fees;		
7. One (1) Copy of Proof of Payment of Ten Thousand Pesos (Php 10,000.00) for Application Fee for Recognition		

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of required documents to DOE	1.1 EPSMD to assess the completeness of the submitted documents			Staff, EPSMD
2. Resubmit lacking documents	2.1 EPSMD to notify the client to submit the lacking documents if the submission is incomplete			Staff, EPSMD
	2.2 Evaluation of the documents submitted and site inspection		16 working days	Staff, EPSMD
3. Make corrective action	3.1 EPSMD to notify the client if the application is non-compliant			
4. Payment for the Accreditation Fee	4.1 Preparation of Certificate and Issuance of Order of Payment		2 working days	Staff, EPSMD
	4.2 Approval of the Certificate		1 working day	EUMB Director
5. Accomplish the Client Satisfaction Survey Form	5.1 Issuance of the Certificate		1 working day	
<b>20 Working days</b>				





## **EXTERNAL SERVICES**

### **DEDICATED ELECTRIC VEHICLE OFFICE (DEVO)**



## Issuance of Electric Vehicle Charging Station (EVCS) Provider – Operator Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines

Service Information: Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall accredit Electric Vehicle Charging Station (EVCS) Providers that sells, constructs, installs, maintains, owns, or operates EVCS or any of its components for a fee.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who may avail:</b>	EVCS Providers – Operator requesting DOE accreditation pursuant to EVIDA			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished application letter to DOE-EUMB for accreditation (Annex of the Department Circular)		Proponent		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy)		SEC/DTI/CDA		
3. Accomplished detailed information of the office (Annex of the Department Circular)		Proponent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and			Supervising SRS, DEVO

	delegation to technical staff			
	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO
2. Payment of applicable accreditation level fees	2.1 Processing of billing statement	National level (new application): P17,600.00  (renewal): P6,900.00		Information Technology Management Section (ITMS),
		Regional level (new application): P9,400.00  (renewal): P4,100.00		
		Municipal/City level (new application): P5,000.00  (renewal): P2,600.00		
	2.2 Processing of order of payment			Accounting Division (AD)
2.3 Verification of payment			Treasury Division	
	a. Assessment and evaluation of the application.		3 Working days	Technical Staff (Senior SRS/SRS II), DEVO

	i. preparation of evaluation report ii. endorsement letter for supervisor's review			
	b. Report Validation and endorsement to Chief SRS			Supervising SRS, DEVO
	c. Review validation report and recommend for the Director's approval of the Accreditation Certificate			Division Chief, DEVO
	d. Review and approval of the Accreditation Certificate		2 Working days	Director, EUMB
	e. Recording and transmittal of output			Office of the Director, EUMB
	f. Communication feedback to the client			Staff, DEVO
<b>Total Number of days</b>			<b>7 Working days</b>	



## Issuance of EVCS Provider – Service Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines

Service Information: Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall accredit Electric Vehicle Charging Station (EVCS) Providers that sells, constructs, installs, maintains, owns, or operates EVCS or any of its components for a fee.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	Government-2-Business/Government			
<b>Who may avail:</b>	EVCS Providers – Service requesting DOE accreditation pursuant to EVIDA			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished application letter to DOE-EUMB for accreditation (Annex of the Department Circular)		Proponent		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy)  (not required for government-2-government transaction)		SEC/DTI/CDA		
3. Accomplished detailed information of the office (Annex of the Department Circular)		Proponent		
4. Accomplished list of services offered and estimated fees (Annex of the Department Circular)		Proponent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)			Division Chief, DEVO

	1.3 Assessment of request and delegation to technical staff		1 Working Day	Supervising SRS, DEVO
2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO
3. Payment of applicable accreditation level fees a. National level b. Regional level c. Municipal/ City level  <i>(not applicable for government-2-government transaction)</i>	2.1 Processing of billing statement	National level (new application): P17,600.00  (renewal): P6,900.00		Information Technology Management Section (ITMS),
		Regional level (new application): P9,400.00  (renewal): P4,100.00		
		Municipal/ City level (new application): P5,000.00  (renewal): P2,600.00		
	2.2 Processing of order of payment			Accounting Division (AD)
2.3 Verification of payment		Treasury Division		
	3.1 Assessment and evaluation of the application. 3.1.1 Preparation response letter for supervisor's review		3 Working days	Technical Staff (Senior SRS/ SRS II), DEVO
	3.2 Validation and endorsement to Chief SRS			Supervising SRS, DEVO
	3.3 Review validation and recommendation for			Division Chief, DEVO

	the Director's approval of the Accreditation Certificate			
	3.4 Review and approval/disapproval of the Accreditation Certificate		2 Working days	Director, EUMB
4. If disapproved, resubmission of application.	3.5 Recording and transmittal of output			Office of the Director, EUMB
	3.6 Communication feedback to the client			Staff, DEVO
<b>Total Number of days</b>			<b>7 Working days</b>	



## Issuance of EVCS Provider – Supplier Accreditation Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines

Service Information: Pursuant to Rule II, Section 8 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall accredit Electric Vehicle Charging Station (EVCS) Providers that sells, constructs, installs, maintains, owns, or operates EVCS or any of its components for a fee.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	Government-2-Business/Government			
<b>Who may avail:</b>	EVCS Providers – Supplier requesting DOE accreditation pursuant to EVIDA			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished application letter to DOE-EUMB for accreditation (Annex of the Department Circular)		Proponent		
2. Registration Certificate (i.e., Securities and Exchange Commission [SEC], Department of Trade and Industry [DTI], or Cooperative Development Authority [CDA]) (certified true copy)  (not required for government-2-government transaction)		SEC/DTI/CDA		
3. Accomplished detailed information of the office (Annex of the Department Circular)		Proponent		
4. Accomplished list of all EVCS and its components, sale retail price, manuals, specification, and other reference materials (Annex of the Department Circular)		Proponent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)			Division Chief, DEVO



	1.3 Assessment of request and delegation to technical staff		1 Working Day	Supervising SRS, DEVO
2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO
3. Payment of applicable accreditation level fees a. National level b. Regional level c. Municipal/ City level  <i>(not applicable for government-2-government transaction)</i>	2.1 Processing of billing statement	National level (new application): P17,600.00  (renewal): P6,900.00		Information Technology Management Section (ITMS),
		Regional level (new application): P9,400.00  (renewal): P4,100.00		
		Municipal/ City level (new application): P5,000.00  (renewal): P2,600.00		
	2.2 Processing of order of payment			Accounting Division (AD)
2.3 Verification of payment		Treasury Division		
	3.1 Assessment and evaluation of the application. 3.1.1 preparation of response letter for supervisor's review		3 Working days	Technical Staff (Senior SRS/ SRS II), DEVO
	3.2 Validation and endorsement to Chief SRS			Supervising SRS, DEVO
	3.3 Review validation and recommendation for			Division Chief, DEVO

	the Director's approval of the Accreditation Certificate			
	3.4 Review and approval/disapproval of the Accreditation Certificate		2 Working days	Director, EUMB
4. If disapproved, resubmission of application.	3.5 Recording and transmittal of output			Office of the Director, EUMB
	3.6 Communication feedback to the client			Staff, DEVO
<b>Total Number of days</b>			<b>7 Working days</b>	



## Issuance of EVCS Registration Certificate under Department Circular No. DC2023-05-0011 – EVCS Providers Accreditation and EVCS Registration Guidelines

Service Information: Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall promulgate uniform and streamlined rules, regulations, and standards on the use, operations, and maintenance of electric vehicle charging stations and related equipment.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	Government-2-Business/Government			
<b>Who may avail:</b>	EVCS Providers – Operator requesting for their EVCS to be registered with DOE pursuant to the EVIDA			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid EVCS Provider – Operator Accreditation Certificate		Proponent		
2. Accomplished location map and photos of the EVCS facility/ies to operate (Annex of the Department Circular)		Proponent		
3. Accomplished EVCS specifications form (Annex of the Department Circular)		Proponent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, DEVO
2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO

3. Payment of application per establishment  <i>(not applicable for government-2-government transaction)</i>	2.1 Processing of billing statement	New application: P5,400.00		Information Technology Management Section (ITMS),
	2.2 Processing of order of payment	Renewal: P2,900.00		Accounting Division (AD)
	2.3 Verification of payment			Treasury Division
	3.1 Assessment and evaluation of the application. 3.1.1 preparation of response letter for supervisor's review		3 Working days	Technical Staff (Senior SRS/ SRS II), DEVO
	3.2 Validation and endorsement to Chief SRS			Supervising SRS, DEVO
	3.3 Review validation and recommendation for the Director's approval of the EVCS Registration Certificate			Division Chief, DEVO
	3.4 Review and approval/disapproval of the EVCS Registration Certificate		2 Working days	Director, EUMB
4. If disapproved, resubmission of application.	3.5 Recording and transmittal of output			Office of the Director, EUMB
	3.6 Communication feedback to the client			Staff, DEVO
<b>Total Number of days</b>			<b>7 Working days</b>	



## Electric Vehicle Charging Stations (EVCS) Unbundling of Charging Fee under Department Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines

Service Information: Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall promulgate uniform and streamlined rules, regulations, and standards on the use, operations, and maintenance of electric vehicle charging stations and related equipment and ensure the compliance with the unbundling of charging fees.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	Government-2-Business/Government			
<b>Who may avail:</b>	EVCS Providers – Operator providing the DOE through EUMB an unbundled structure of their EVCS charging fees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notice to the DOE through EUMB		Proponent		
2. Duly accomplished unbundled structure Report Form (Annex of the Department Circular)		Proponent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, DEVO
2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO

	1.5 Evaluation, and preparation of response letter for supervisor's review		3 Working days	Technical Staff (Senior SRS/ SRS II), DEVO
	1.6 Validation and endorsement to Chief SRS			Supervising SRS, DEVO
	1.7 Review validation and recommendation for the Director's consideration.			Division Chief, DEVO
	1.8 Approval and acceptance/rejection of the unbundled EVCS charging fee of the Director			Director, EUMB
3. If rejected, resubmission of application and proposed unbundled fee.	1.9 Recording and transmittal of output			Office of the Director, EUMB
	1.10 Communication feedback to the client			Staff, DEVO
<b>Total Number of days</b>			<b>7 Working days</b>	



## Charging Fee Adjustments and/or Updating under Department Circular No. DC2023-05-0010 – EVCS Unbundling of Charging Fees Guidelines

Service Information: Pursuant to Rule IV, Section 11(a) of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) through Energy Utilization Management Bureau shall promulgate uniform and streamlined rules, regulations, and standards on the use, operations, and maintenance of electric vehicle charging stations and related equipment and ensure the compliance with the unbundling of charging fees.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Complex Transactions			
<b>Type of Transaction:</b>	Government-2-Business/Government			
<b>Who may avail:</b>	EVCS Providers – Operator who are to adjust/update their charging fees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notice of Adjustments to the DOE through EUMB		Proponent		
2. Duly accomplished unbundled structure Report Form (Annex of the Department Circular)		Proponent		
3. Duly accomplished explanation of the charging fees (Annex of the Department Circular)		Proponent		
4. Other document/s supporting the justification for charging fee adjustments		Proponent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)			Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, DEVO
2. If incomplete, completion of	1.4 Determination of completeness of the documents. For		1 Working Day	Technical Staff (Senior SRS/ SRS II), DEVO

documents and for resubmission of application.	incomplete documents, notification to applicant for resubmission.			
	1.5 Evaluation, preparation of evaluation and endorsement letter for supervisor's review		3 Working days	Technical Staff (Senior SRS), DEVO
	1.6 Validation and endorsement to Chief SRS			Supervising SRS, DEVO
	1.7 Review validation and recommendation for the Director's consideration.			Division Chief, DEVO
	1.8 Approval and acceptance/rejection of the adjusted/updated unbundled EVCS charging fee of the Director			Director, EUMB
3. If rejected, resubmission of application and proposed unbundled fee.	1.9 Recording and transmittal of output			Office of the Director, EUMB
	1.10 Communication feedback to the client			Staff, DEVO
<b>Total Number of days</b>			<b>7 Working days</b>	





## Electric Vehicle (EV) Recognition and revision of EV data and information under Department Circular No. DC2023-05-0012 – EV Recognition Guidelines

Service Information: Pursuant to Section 5 of the Implementing Rules and Regulations of the RA 11697 or the Electric Vehicle Industry Development Act (EVIDA-IRR), the Department of Energy (DOE) may recognize other types of electric vehicles (EVs) in considering future advances and innovations in technologies provided that it has at least one (1) electric drive for propulsion.

<b>Office or Division:</b>	Dedicated Electric Vehicle Office (DEVO)			
<b>Classification:</b>	Highly Technical Transactions			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who may avail:</b>	Road transport vehicle manufacturers, assemblers, importers, and rebuilders who wants their vehicle/s for sale to be recognize as EV			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Notice to the DOE through EUMB (Annex of the Department Circular)		Proponent		
2. Duly accomplished Specification Form (Annex of the Department Circular)		Proponent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of application	1.1 Receiving, recording and endorsement of request		1 Working Day	Office of the Director, EUMB
	1.2 Screening and endorsement of request to Supervising Science Research Specialist (SRS)		1 Working Day	Division Chief, DEVO
	1.3 Assessment of request and delegation to technical staff			Supervising SRS, DEVO
2. If incomplete, completion of documents and for resubmission of application.	1.4 Determination of completeness of the documents. For incomplete documents, notification to applicant for resubmission.			Technical Staff (SRS II/SRS I), DEVO
	1.5 Evaluation and assessment of the application 1.5.1 Review of the specification		11 Working days	Technical Staff (Senior SRS/ SRS II), DEVO

	1.5.2 Research and validation of the application 1.5.3 Assessment and Recommendations 1.5.4 Response letter/ correspondence			
	1.6 Validation and endorsement to Chief SRS		2 Working days	Supervising SRS, DEVO
	1.7 Review validation and recommendation for the Director's consideration.		2 Working days	Division Chief, DEVO
	1.8 Approval/Disapproval of the Director		2 Working days	Director, EUMB
3. If disapproved, resubmission of application.	1.9 Recording and transmittal of output		1 Working Day	Office of the Director, EUMB
	1.10 Communication feedback to the client			Staff, DEVO
<b>Total Number of days</b>			<b>20 Working days</b>	