



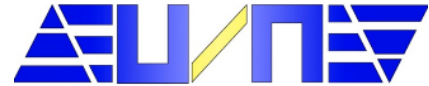
**MEMORANDUM CIRCULAR 2020-05-0001**  
**Directing All Designated Establishments under**  
**Commercial, Industrial, and Transport Sectors**  
**to Submit Energy Consumption Reports**

*FREQUENTLY ASKED QUESTIONS (FAQs)*

1. Who are covered by the Memorandum Circular (MC)?
  - All Designated Establishments (DE) from Commercial, Industrial, and Transport (CIT) Sector who have an annual energy consumption of not less than 100,000 kWh are required to comply with the Memorandum Circular.
2. Which Sector does my Designated Establishment belong to?
  - The following are the generic clustering of the Sectors:

<b>Commercial (C)</b>	<b>Industrial (I)</b>	<b>Transport (T)</b>
Communication and Broadcasting	Manufacturing	Air Transport <ul style="list-style-type: none"><li>- Commercial Air Passenger</li><li>- Commercial Air Cargo</li></ul>
Construction Companies and Land Developers	Mining and Quarrying	Hauling/Delivery Services
Food Chains/ Restaurants	Oil Refining	Land/Road Transportation
Hotels and Other Accommodations	Power Distribution	Railway Transport
Malls	Power Generation	Public Transportation
Other Corporate, Tech- and Social-Support Companies	Power Transmission	Sea Transport <ul style="list-style-type: none"><li>- Passenger Ships</li><li>- Cargo Ships</li></ul>
Private Hospitals and Medical Services	Water Concessionaire	
Real Estate and Renting		
Recreational and Health & Wellness Facilities		
Schools/Academe		
Wholesale and Retail Trade		

3. What are the documents that we need to submit?
  - All CIT DEs are required to submit their Annual Energy Efficiency and Conservation Report (AECR) (Form 3) and their Annual Energy Utilization Report (AEUR) (Form 4). The DE shall choose from Form 4A, 4B, and 4C based on the sector where they belong. This shall be accompanied by an endorsement letter from the head of



the office or its equivalent. Form 4 (AEUR) shall cover the last five (5) years of operation of the company. Each year shall have a separate file.

4. How do I identify the type of Designated Establishments?

- The Classification for designated establishment shall be based on the annual energy consumption threshold express in kWh equivalent (for this purpose DOE will use kWhE) as the standard unit of energy. The DE Types are as follows:

<b>Classification of Designated Establishments</b>	<b>Annual Energy Consumption threshold for the Previous Year</b>
<i>Other Designated Establishment</i>	<i>100,000 kWh but less than 500,000 kWh</i>
<i>Type 1 Designated Establishment</i>	<i>500,000 kWh to 4,000,000 kWh</i>
<i>Type 2 Designated Establishment</i>	<i>More than 4,000,000 kWh</i>

5. Do I need to get an Energy Conservation Officer and Energy Manager?

- The EEC IRR states that Type 1 DE should employ an Energy Conservation Officer while Type 2 DE should employ an Energy Manager. The identified personnel will eventually be certified by the DOE upon the availability of the training modules. In the meantime, the DE may identify any competent ECO or EM, whichever is necessary on their DE type, to comply with the requirements stipulated in the MC.

6. How do we determine the qualifications of the ECO and EM so that they'll be ready for the certification?

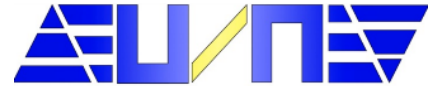
- The ECO must have at least two (2) years of continuous hands-on experience in the installation, operation, and maintenance of energy-consuming machines and equipment in facilities with energy consumption for Type 1 Designated Establishments, proof of which shall be submitted to the DOE.
- The EM must be a licensed engineer or a graduate of a four (4) year course or its equivalent with at least three (3) years of continuous hands-on experience in the installation, operation, and maintenance of energy-consuming machines and equipment in facilities with energy consumption for Type 2 Designated Establishments, proof of which shall be submitted to the DOE.

7. In case we don't have skilled employees with the number of years' experience as required by the MC, can we nominate someone with less than that requirement?

- Yes, as long as the employee is competent enough to comply with the requirements under this MC. The qualifications shall be enforced once the certification is available. The DOE shall issue a separate guidelines/advisory on the certification of ECO and EM.

8. What are the obligations of the ECO and EM?

- The ECO and EM shall manage the energy consumption of facilities, equipment, and devices. They shall also administer the implementation and improvement of



energy efficiency measures, the conduct of regular energy audit, conduct of energy monitoring and control, and preparation of periodic energy consumption and energy conservation program reports.

9. Can an ECO/EM be assigned to more than one (1) establishment?

- Yes, as long as the ECO/EM can still deliver and comply with the reportorial requirements of the DOE. Also, the ECO/EM should work under the umbrella of the same DE. For example, ECO/EM can be assigned to regional offices of the company but not to another company/entity.

10. How do we register our ECO/EM?

- You can have your ECO/EM registered through this online form:

ECO	<a href="https://bit.ly/DOE-ENCO-Reg">https://bit.ly/DOE-ENCO-Reg</a>
EM	<a href="https://bit.ly/DOE-ENCO-Reg">https://bit.ly/DOE-ENCO-Reg</a>

11. How many designated establishments can we assign to a single ECO/EM?

- The number may depend on the capacity of the ECO/EM to competently handle. The ECO/EM has to abide by the obligations and responsibility state in the MC and in the EEC IRR. Also, ECO/EM shall physically be able to visit the DEs as the need arise.

12. Does the ECO/EM have to be certified by the office?

- As stated in the EEC IRR, the ECO and EM shall be employed by the company.

13. My energy consumption is below 500,000 kWh, what are my responsibilities?

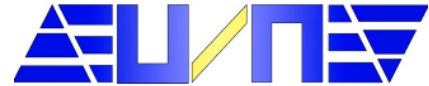
- For DEs that has an annual consumption ranging from 100,000 kWh but less than 500,000 kWh, they shall be required to submit an annual energy consumption report to the DOE and integrate an energy management system policy into their business operations based on ISO 50001 or any similar framework on such other standard identified by the DOE.

14. What does “consumption” mean in the forms?

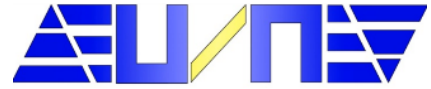
- This is the energy consumption of the facility both while producing, generating, and/or operating, and during the standby mode. The DE shall indicate all fuel for each activity at the "Product Line/Activity" of the form. Conversion factors shall be provided by DOE.

15. What does “Product/Activity” meant?

- These are the products that are being produced or the activities that are being conducted by the facility which requires the consumption of energy to operate. This includes the facilities that provide support on the operation of the DE.



16. Does the number of employees include utility services like janitorial and security?
- No, this shall only cover permanent, regular, and/or contractual employees that are involved in the technical or administrative operation of the DE. Outsourced services such as janitorial and security are not included in this.
17. Our company as a whole can be categorized as Type 2 Designated Establishment. However, this may change if we will report our facilities that are not physically attached to the main office. Some of the facilities may fall into Type 1. What should we do?
- Designated Establishment are categorized as entities. However, the consumption of each facility varies from one another. The DE should submit separate documents for each independent facility outside the main compound/office.
18. Are Local Government Units (LGUs) and National Government Agencies (NGAs) covered by the MC2020-05-0001?
- The LGUs and NGAs are covered by the Government Energy Management Program (GEMP). However, the thresholds under MC2020-05-0001 for identifying the DE Type shall be used as the same reference.
19. The DE is under one (1) compound with a single Electric Meter, can we submit a disaggregated electric consumption report?
- This must be explained through a supporting document/s. Since the single meter cannot be changed, the DE should provide enough information to DOE on how the electricity within the compound does is being consumed.
20. Our facility is undergoing renovation since last year. This is expected to be finished by next year, are we still covered by the MC? What documents are we required to submit?
- Yes, you are still covered by the MC if you have an annual consumption of at least 100,000 kWh. You still need to submit your Annual Energy Utilization Report for the last five (5) years or regardless if you have lesser consumption during the time of your facility's renovation.
21. We are under the umbrella of a corporation; do we need to have the documents signed by the head of the corporation?
- The person handling the facility as DE shall be the one who will sign the document.
22. How do we convert the energy sources into kWh?
- The DOE will provide a conversion table in Excel File for this.



23. How are we going to submit our reports?

- The EUMB – EPMPD currently use Google Forms for all compliance under this MC. You can access the submission portal through this link: <https://bit.ly/DOE-Designated-Establishments>

24. Can we extend the 30 June 2020 deadline for the submission?

- The MC specified the deadline for submission to be on 30 June 2020. A further announcement on this matter will be posted on the DOE website. The EUMB-EPMPD will blast an e-mail if ever extensions will be made by the DOE.

25. For guidance in accomplishing the forms, you can download the General Instructions at the DOE website through <https://www.doe.gov.ph/laws-and-issuances/memorandum-circular-no-mc2020-05-0001> or via Google Drive through the link <https://bit.ly/DE-Forms>

26. For further inquiries and clarifications, you can contact EUMB – EPMPD at (02) 8840-2243 or you can reach us by sending an e-mail at [doe.epmpd@gmail.com](mailto:doe.epmpd@gmail.com)