



Republic of the Philippines  
**DEPARTMENT OF ENERGY**

DEPARTMENT ORDER NO. DO 2020-01-0002 *m*

**OPERATIONALIZATION OF THE STRENGTHENING OF THE ENERGY UTILIZATION MANAGEMENT BUREAU (EUMB), SUPPORT SERVICES AND FIELD OFFICES IN ACCORDANCE TO REPUBLIC ACT NO. 11285 OR THE ENERGY EFFICIENCY AND CONSERVATION ACT (EEC ACT)**

**WHEREAS**, Section 2 of Republic Act No. 7638 or the "Department of Energy (DOE) Act of 1992" states that it is the policy of the State to ensure a continuous, adequate, reliable, and economic supply of energy through, among others, judicious conservation, renewal, and efficient utilization of energy, to keep pace with the country's growth and economic development;

**WHEREAS**, Section 3 of the EEC Act declares the establishment of a framework for introducing and institutionalizing fundamental policies on energy efficiency, and conservation, including the promotion of efficient and judicious utilization of energy, increase in the utilization of energy efficiency and renewable energy technologies, and the delineation of responsibilities among various government agencies and private entities;

**WHEREAS**, Section 5 of EEC Act provides that the DOE shall be the lead agency in the implementation of this Act with the responsibility for the planning, formulation, development, implementation, enforcement, and monitoring of energy management policies and other related energy efficiency and conservation plans and programs;

**WHEREAS**, Sections 77 and 78 of Department Circular No. DC2019-11-0014 or the Implementing Rules and Regulations of the EEC Act (EEC IRR) provide for the reorganization of the EUMB and the strengthening of the DOE support and field offices;

**WHEREAS**, Section 79 of the EEC IRR recognizes the necessity to operationalize the structure of the EUMB, support and field offices pending the approval of the revised organizational structure and complement by the Department of Budget Management (DBM); and

**WHEREAS**, Civil Service Commission (CSC) Memorandum Circular No. 6, series of 2005 and CSC Resolution No. 050157 promulgated on 07 February 2005 defines the parameters of designation of personnel in the civil service.

**NOW THEREFORE**, for and in consideration of the foregoing premises, the following are hereby ordered:

**Section 1. Scope.** This Department Order shall provide for the reorganization of the EUMB and the strengthening of the DOE's support and field offices.

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**Section 2. Reorganization of the EUMB.** The EUMB is hereby reorganized into the following divisions:

- 2.1 Alternative Fuels and Energy Technology Division (AFETD) which shall have the following mandates:
  - 2.1.1 Formulate policies, plans, and programs related to alternative fuels and new and advanced energy technologies' development towards socially and environmentally responsive and effective utilization of energy resources;
  - 2.1.2 Develop and manage the alternative fuels and energy technology programs;
  - 2.1.3 Formulate, develop and update the Minimum Energy Performance (MEP), Code of Practice on Energy Labelling of Products (COPE), fuel efficiency testing guidelines, fuel economy performance, and other related policies in support of the National Energy Efficiency and Conservation Plan (NEECP); and
  - 2.1.4 Evaluate and promote all other emerging energy technologies.
- 2.2 Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD) which shall have the following mandates:
  - 2.2.1 Evaluate energy efficient products and services such as the Energy Service Companies (ESCOs) and promote the increased utilization thereof;
  - 2.2.2 Develop and implement the system for assessment of certified energy efficiency and conservation officers (CECO), certified energy managers (CEM), energy auditors, and the recognition of third-party institutions in the practice thereof;
  - 2.2.3 Develop programs on Demand Side Management, implementation of fiscal and non-fiscal incentives including awards, recognition, among others;
  - 2.2.4 Develop guidelines and implement programs on energy efficiency and conservation for commercial, industrial and transport sectors; and
  - 2.2.5 Develop and undertake a comprehensive information, education, and communication strategy for public awareness on energy efficiency and conservation programs including energy efficient products.
- 2.3 Energy Efficiency and Conservation Public Sector Management Division (EPSMD) which shall have the following mandates:
  - 2.3.1 Provide audits and technical assistance to all government agencies;

- 2.3.2 Provide technical support to the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC);
- 2.3.3 Recommend enhancements and further developments to the IAEECC relative to the Government Energy Management Program (GEMP), and the criteria for identifying government energy efficiency projects and modalities on financial arrangements thereof; and
- 2.3.4 Prepare all reports for submission to other government agencies as required by the law.
- 2.4 Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) which shall have the following mandates:
  - 2.4.1 Spearhead the creation, maintenance and continued development of the National Energy Efficiency and Conservation Database (NEECD);
  - 2.4.2 Develop guidelines on Visitorial Powers and On-Site Inspections and its implementation; and
  - 2.4.3 Conduct monitoring, verification and enforcement of programs under the EEC Act, EEC IRR such as the MEP, COPE, among others including the schedule of fines and penalties for violations thereof.
- 2.5 Pending the approval of the plantilla positions, the Secretary may designate Officers-in-Charge (OIC) for the preceding divisions. The designation of qualified OICs shall be for a maximum of one (1) year from the issuance of the appropriate office order by the Secretary.
- 2.6 The designated OICs shall discharge the following functions:
  - 2.6.1 Administration of the technical and administrative requirements of the transition of EUMB;
  - 2.6.2 Formulation and Development of Personnel Functions and Qualifications vis-à-vis the Division's Mandate;
  - 2.6.3 Formulation and Development of the Division's Work and Financial (W&F) Plan;
  - 2.6.4 Formulation and Development of the Division's Roadmap and Physical Targets; and
  - 2.6.5 Other functions as deemed necessary depending on the function of the Division.

**Section 3. Strengthening of Support Services and Field Offices.** Without prejudice to the proposed institutional strengthening of the DOE, the following units shall receive additional plantilla positions in order to provide support services to EUMB in the discharge of its functions under the EEC Act and EEC IRR:

- 3.1 Administrative Services (AS)
- 3.2 Energy Research and Testing Laboratory Services (ERTLS)
- 3.3 Financial Services (FS)
- 3.4 Luzon Field Office (LFO)
- 3.5 Mindanao Field Office (MFO)
- 3.6 Visayas Field Office (VFO)

The respective services and offices shall submit their respective requirements with the accompanying supporting documents to the EUMB for consolidation.

**Section 4. Establishment of the National Energy Efficiency and Conservation Office (NEE&C Office).** Pursuant to Section 30 of the EEC IRR, the NEE&C Office is hereby established with the following mandates:

- 4.1 Provide support to the designated National Energy Efficiency and Conservation Officer (NEECO);
- 4.2 Coordinate with the Local Government Units (LGUs) to ensure consistency of all Local Energy Efficiency and Conservation Plan (LEECP) with the National Energy Efficiency and Conservation Plan (NEECP);
- 4.3 Assist the NEECO in matters pertaining to the GEMP for LGUs in the IAEECC; and
- 4.4 Other functions as may be deemed necessary for the discharge of its functions.

**Section 5. Hiring of Personnel.** In coordination with the AS - Human Resource Management Division (HRMD), existing personnel shall be the priority in the placement in the new plantilla positions. All plantilla positions will be primarily open for the existing personnel until such time that all qualified personnel have been considered and evaluated for the available positions. Existing guidelines, rules, and regulations on personnel hiring shall govern the filling of available plantilla positions.

To assist the EUMB in the discharge of its functions, the hiring of job orders is also hereby authorized for the support services and field offices, subject to the guidelines and limitations set forth in CSC-Commission on Audit-DBM Circular No. 1, series of 2018. Furthermore, in the event that the job order workers qualify for the approved plantilla positions, they will be given priority in the appointment by the agency to its vacant positions provided that the job orders meet the appropriate eligibility and other qualifications and requirements for the position subject to the existing civil service laws, rules and regulations.

**Section 6. Budgetary Requirements.** The funds to support this Department Order shall be sourced from existing 2020 DOE funds subject to applicable accounting rules and regulations. Thereafter, appropriations for the implementation of this Department Order shall be incorporated in the regular budget of the DOE.

**Section 7. Revised Organizational Structure and Staffing Complement.** Pursuant to Section 79 of the EEC IRR, EUMB shall submit the revised organizational structure and staffing complement for endorsement of the Secretary to the DBM within six (6) months from the effectivity of this Department Order.

**Section 8. Implementing Guidelines.** Upon the approval of the plantilla positions by the DBM, the EUMB and the AS - Human Resource Management Division shall jointly draft the "Guidelines on the Placement of Personnel."

**Section 9. Repealing Clause.** All Department Orders and other issuances inconsistent with this Department Order are hereby modified or superseded accordingly.

**Section 10. Separability Clause.** If for any reason, any section or provision of this Department Order is declared unconstitutional or invalid, such parts not affected shall remain in full force and effect.

**Section 11. Effectivity.** This Department Order shall take effect immediately and shall remain in effect until otherwise revoked.

Issued at Energy Center, Bonifacio Global City, Taguig City.

  
ALFONSO G. CUSI  
Secretary



JAN 28 2020