



DEPARTMENT CIRCULAR NO. \_\_\_\_\_

**GUIDELINES ON ENERGY EFFICIENCY EXCELLENCE AWARDS**

**WHEREAS**, RA 11285 or the Energy Efficiency and Conservation (EEC) Act declares the policy of the State to institutionalize energy efficiency and conservation as a national way of life geared towards the efficient and judicious utilization of energy by formulating, developing, and implementing energy efficiency and conservation plans and programs to secure sufficiency and stability of energy supply in the country to cushion the impact of high prices of imported fuels to local markets and protect the environment in support of the economic and social development goals of the country;

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

**WHEREAS**, Section 9 of the EEC Act created the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) to provide strategic direction in the implementation of the Government Energy Management Program (GEMP);

**WHEREAS**, Section 26 of the EEC Act declared non-fiscal incentives of establishments that will implement or are implementing energy efficiency projects and shall be entitled to the following:

- a. Provision of awards and recognition for innovations in energy efficiency and conservation best practices, and successful energy efficiency projects and energy efficient products; and
- b. Provision of technical assistance from government agencies in the development and promotion of energy efficiency technologies.

**WHEREAS**, the EEC Act and its implementing rules and regulations (EEC-IRR) identifies Designated Establishment as a private or public entity in the commercial, industrial, transport, power, agriculture, public works, and other sectors identified by the Department of Energy (DOE) as energy-intensive industries based on their annual energy consumption in the previous year or an equivalent annual index;

**WHEREAS**, Department Circular No. DC2020-06-0016 and its implementing guidelines, prescribed the implementation of the Minimum Energy Performance for Products (MEPP) covered by Philippine Energy Labeling Program (PELP) for the empowerment of consumers in choosing energy efficiency products;

**WHEREAS**, Department Circular No. DC2020-09-0018 provided for the Guidelines in the Administration, Classification, and Certification of Energy Service Company (ESCO) to enhance professionalism, Credibility, and Quality of Service;

**WHEREAS**, Department Circular No. DC2020-12-0026 adopted the Guidelines on Energy Conserving Design of Buildings to provide energy efficiency guidance in the design and construction of buildings in the Philippines;

**WHEREAS**, Department Circular No. DC2021-01-0001 provided for the Guidelines for the Qualifications, Assessment, Registration, and Certification of Certified Energy Conservation Officer (CECO), Certified Energy Manager (CEM), and Certified Energy Auditor (CEA) towards raising the professional standards of the Energy Efficiency Practitioners;

**WHEREAS**, Department Order No. DO2021-09-0014 provided for the Guidelines on Energy Efficiency Excellence (EEE) Awards;

**WHEREAS**, Department Circular No. DC2022-03-0006 or the Adoption of Training Regulations and Certification Process for Energy Auditors (EA), DC2022-03-0007 or the Adoption of Training Regulations for the Certification of Energy Conservation Officers (ECOs), and DC2022-03-0008 or the Adoption of Training Regulations and Prescribing Certification Process for Training Institutions and Energy Managers (EMs) provided the training regulations, certification process, and recognition of training institutions;

**WHEREAS**, DC2023-05-0018 or the Adoption of the National Energy Efficiency and Conservation Plan (NEECP) and Roadmap 2023-2050 define and outline all EEC programs to be implemented, their objectives, and the associated emission reduction targets over various time horizons, including the conduct of EEC recognition awards;

**WHEREAS**, the DOE conducted public consultations attended by various stakeholders on \_\_\_\_\_ and \_\_\_\_\_ to present the draft Department Circular and to consolidate the inputs from stakeholders in Luzon, Visayas, and Mindanao; and

**WHEREAS**, there is a need to provide for the guidelines for the institutionalization of Energy Efficiency Excellence (EEE) Awards.

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the DOE hereby issues, adopts and promulgates the following:

**Section 1. Title.** This Department Circular shall be known as the "EEE Awards Guidelines".

**Section 2. Scope and Application.** This Department Circular shall govern the implementation of the EEE Awards, including its operationalization, administration, and budgeting.

**Section 3. Purpose.** This Department Circular is issued to prescribe the guidelines, including the categories and criteria for qualifications, processes and procedures, and timelines on the implementation of the EEE Awards. Further, this Department Circular aims to provide the following:

- a. Establishment of the awards categories under residential, commercial, industrial, and transportation sectors, outstanding individual/groups, government offices, ESCO, and other awards for EEE as identified by both local and international award giving bodies;
- b. Procedure on application, including selection process, and establishment of pre-qualification criteria;
- c. Composition of the EEE Awards Selection and Validation Committees, including roles and functions;
- d. Conduct of pre- and post-award visits; and
- e. Logistical and administrative arrangement of the EEE Awards.

**Section 4. Objectives.** The recognition of outstanding and exemplary EEC initiatives aims to:

- a. Promote energy management system and best practices on energy efficiency in all designated establishments including local and national government facilities;
- b. Adopt innovative energy management approaches into policies, guidelines, and practices;
- c. Motivate industries to implement energy management projects, practices, and measures to enhance business growth;
- d. Recognize demonstrated best practices in industries; and
- e. Promote renewable energy and energy efficiency technologies across sectors.

**Section 5. Non-Fiscal Incentives.** Pursuant to the EEC Act and the EEC-IRR, establishments that will implement or are implementing energy efficiency projects shall be entitled to the following non-fiscal incentives:

- a. Awards for innovations in energy efficiency and conservation best practices, and successful energy projects and energy efficiency products;
- b. Recognition of Consistent Finalists. Finalists who are consistently on the top entries for three (3) consecutive years but were never conferred any award for the last three (3) years shall be recognized through a special citation.

The total number of special citations shall be determined by the EEE Validation Committee subject to the endorsement of the Selection Committee and subsequent approval of the DOE Secretary. The Validation Committee shall develop criteria to address the selection of finalists for Special Citation; and

- c. Technical assistance from government agencies in the development and promotion of energy efficiency projects.

In accordance with the NEECP, the DOE-EUMB shall align specific items to further strengthen and promote energy efficiency and conservation in the commercial, industrial, residential, transportation, agricultural, and power industry for the winners of the EEE Awards.

**Section 6. Award Categories.** The EEE Awards are conferred to categories for energy management in industries and buildings, outstanding EE practitioners and entity, government, energy-consuming products, and special awards.

The DOE, through the EUMB, shall issue an Advisory covering the definition, qualifications, and criteria for judging on the categories. Updating of categories shall be based on the prevailing categories of relevant international award giving bodies.

**Section 7. Qualifications.** The DOE, through the EUMB, shall issue an Advisory at least a month before the start of the pre-qualification period of the EEE Awards. The advisory shall cover the categories, sub-categories, qualification, application and selection process, and timeline of the awards for the said year.

**Section 8. Application and Selection Process.** Entities covered by the EEC Act are eligible to participate in the EEE Awards, given that the qualification requirements are met and are compliant with existing and prevailing requirements under the EEC Act, the EEC-IRR, and all relevant issuances. The entire cycle of the EEE Awards shall be based on the following chronological activities:

- a. **Advisory on the start of the EEE Awards Season.** The DOE, through EUMB, shall announce through an Advisory every Second Quarter of the Year the official start of the EEE Awards Season. The Advisory shall include all relevant information to the implementation (Categories, Sub-Categories, Criteria, Timeline, etc.) of the EEE Awards for that year.
- b. **Submission of Intent to Join the EEE Awards.** All interested entities from the commercial, residential, industrial, transportation, agriculture, and power industry shall submit their self-assessment tools that will be provided by the DOE on a predetermined date. The self-assessment tool will cover basic information of the entry together with supporting information such as, passive and active design of the facility, building energy efficiency index, energy savings, and investment costs, among other.
- c. **Preliminary Screening.** For an entry to be included in the short-listed entries, a preliminary screening shall be conducted by the EEE Awards Validation Team to ensure completeness and correctness of their submitted documents.
- d. **Notification of Finalists.** Identified short-listed entries after the evaluation of the self-assessment tool will be directly notified by the DOE through an e-mail. The notification will also indicate the category and subcategory that the entry has qualified for.
- e. **Submission of Final Entry.** Upon notification, the short-listed entries will be given a deadline to submit the final version of their entry. Only those who will be able to comply with the deadline will be classified as finalists for the said season of the EEE Awards.
- f. **Desk Evaluation/Field Validation.** The secondary data reviews will be conducted through desk evaluation and/or field validation, if necessary. The evaluation and validation will be based on the published criteria of the DOE through the issued advisory. The applicant will be rated based on the weighted distribution on the criteria.
- g. **Final Deliberation of the Awardees.** The EEE Awards Selection Committee will review and deliberate the results of desk evaluation/final validation. Upon consensus of the EEE Awards Selection Committee, the awardees will be selected to be recommended to the DOE Secretary.

**Section 9. EEE Awards Validation and Selection Committee.** To ensure the smooth, effective, and timely implementation of the activities of this Circular, the following Committees are organized:

- a. **EEE Awards Selection Committee.** The Committee shall be composed of the following:

Chair	:	Undersecretary supervising the Energy Utilization Management Bureau (EUMB) of his/her designated representative
Members	:	EUMB Director ESCO Representative EE Practitioner Representative PELP/MEPP Stakeholder Representative
Secretariat:		EUMB - EEC Program Management and Technology Promotion Division (EPMPD)

The Chair may designate the EUMB Director to preside over meetings. Quorum to conduct business is through the majority of the members of the committee.

The EUMB shall identify an ESCO, EE Practitioner, and PELP/MEPP Stakeholder representative that can be nominated as the representative on the committee.

- b. **EEE Awards Validation Committee.** The Committee shall be composed of the following:

Head : Assistant Director of EUMB

Members : Division Chiefs as the Focal and their Alternate Representative/s

Secretariat: EUMB - EPMPD

**Section 10. Roles and Functions of the EEE Awards Committees.** The following shall be the roles and functions of the various EEE Awards Committees:

a. **EEE Awards Selection Committee**

1. Oversee the implementation and monitoring of activities of this Circular;
2. Provide general direction of the EEE Award Including non-fiscal incentives provided under this Circular;
3. Recommend the approval of the awardees to the DOE Secretary and/or IAEECC for EEE Awards for Government; and
4. Approve the evaluation criteria and its weighted distribution.

b. **EEE Awards Validation Committee**

1. Assess and evaluate applicants/entries;
2. Conduct field validation for all categories, if necessary;
3. Prepare validation reports and citations of nominees for all categories;
4. Recommend awardees to the EEE Selection Committee;
5. Coordinate activities for the implementation of the assessment and awards mechanism;
6. Lead the improvements of guidelines, assessment/score cards; and
7. Submit all relevant reportorial requirements, as may be required.

**Section 11. Assessment Criteria.** The EUMB, through its implementing arm, shall develop assessment criteria and score cards, to be used by the EEE Awards Selection and Validation Committees.

**Section 12. Awarding.** An Applicant/Entry that qualifies and passes all assessment areas provided in published Advisory, subject to the recommendation of the Awards Selection Committee and approval of the DOE Secretary, shall be conferred as an Awardee for the said year.

EUMB shall prepare all requirements, covering administrative, financial, logistical, and other related activities, for the successful implementation and execution of the awarding ceremonies.

The date of the awarding ceremony shall be strictly coincided with the celebration of the National Energy Consciousness Month (NECM) and subject to the availability of the concerned officials. Awardees shall be notified two (2) weeks prior to the awarding ceremony.

**Section 13. ENERHIYA Awards.** The Energy Efficiency Recognition and Honors for Innovative and Yield Advancement (ENERHIYA) Awards shall be given to awardees who were able to win the same subcategory for three (3) times.

For EEE Awards in Energy Management for Industries and Building and Government, winners will not be allowed to compete for the same subcategory for the next three (3) years in order to fully show the improvement on the performance of their building/facility.

For EEE Awards for Outstanding Energy Efficiency Practitioner and Entity, winners will not be allowed to compete for the same subcategory for the next two (2) years.

Recognition or awards that are not under the title of the Energy Efficiency Excellence Awards shall not be used as a qualification for the ENERHIYA Awards.

**Section 14. Information Dissemination and Subsequent Guidance.** The EUMB shall conduct nationwide activities in order to provide comprehensive orientation and workshops to stakeholders regarding the EEE Awards.

Further to this, the EUMB Director may issue Implementing Guidelines (IG) and Advisories, as necessary, for a more streamlined and efficient implementation of this Department Circular.

**Section 15. Redress Mechanism.** Any grievance should be made in writing by the interested party within fifteen (15) days after the official announcement of results citing the grounds of their complaint or appeal.

The EEE Awards Selection Committee shall address any receipt grievance, complaint, and appeal arising from the evaluation and validation of the submissions within seven (7) working days.

**Section 16. Funding.** The budgetary requirement to cover activities of the EEE Award shall be sourced from the General Appropriation Act (GAA) subject to the usual planning, budgeting, accounting, and auditing rules and regulations.

**Section 17. Confidentiality.** All submitted information and data shall be treated with utmost confidentiality and can be used for monitoring, planning, and policy development of the DOE. No information and data shall be used for profit in any form.

**Section 18. Repealing Clause.** The provisions of Department Order No. DO2021-09-0014, other circulars, orders, issuances, rules, and regulations, inconsistent with this Department Circular are hereby repealed, amended, modified, or superseded accordingly.

**Section 19. Separability Clause.** If for any reason, any section or provision of this Circular is declared unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

**Section 20. Effectivity.** This Department Circular shall take effect fifteen days (15) after its publication in at least two (2) newspapers of general circulation and shall remain in effect until otherwise revoked.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2023 at DOE, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila.

**RAPHAEL P. M. LOTILLA**  
Secretary