



Republic of the Philippines

# DEPARTMENT OF ENERGY

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

## GUIDELINES FOR THE ASSESSMENT, REGISTRATION, AND CERTIFICATION OF ENERGY CONSERVATION OFFICER, ENERGY MANAGER, AND ENERGY AUDITORS

**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 Republic Act No. 11285 or the “Energy Efficiency and Conservation Act” (EEC Act) mandates 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 directs the DOE to initiate and maintain collaborative efforts with the business sector, particularly the commercial, industrial, transport, (CIT) and power sectors, to ensure compliance with the Act and broaden and enhance their efficient and judicious utilization of energy;

**WHEREAS**, Section 49 of Department Circular No. DC2019-11-0014 or the “Implementing Rules and Regulations of EEC Act” (EEC-IRR) provides for the establishment of system for the assessment and certification of energy conservation officers and energy managers by relevant agencies raising the professional standards of those engage in energy management;

**WHEREAS**, Sections 63 and 66 of the EEC–IRR classifies Designated Establishments based on their respective energy consumption and provide for the obligations to conduct an energy audit, employ CECO and CEM, among others; and

**WHEREAS**, Memorandum Circular No. MC2020-05-0001 entitled “Directing All Designated Establishments under the Commercial, Industrial and Transport Sectors to Submit Energy Consumption Reports” provided for the classification of Designated Establishments.

**NOW THEREFORE**, for and in consideration of the foregoing premises and pursuant to its mandate under the EEC Act and EEC-IRR, the DOE hereby orders the following:

**Section 1. Title.** This Department Circular shall be known as the “Certification Guidelines for ECO, EM and EA.”

**Section 2. Scope and Coverage.** This Department Circular shall prescribe the guidelines on the assessment, registration, and certification of energy conservation officers, energy managers, and energy auditors covering Designated Establishments under Memorandum Circular No. MC2020-05-0001.

**Section 3. Definition of Terms.** As used in this Department Circular, the following terms shall be understood to mean:

- 3.1 “Energy Conservation Officer (ECO)” refers to a professional who demonstrates high levels of experience, competence, proficiency, and ethical fitness in the energy management profession
- 3.2 “Energy Manager (EM)” refers to a licensed engineer or its equivalent who demonstrates high levels of experience, competence, proficiency, and ethical fitness
- 3.3 “Energy Auditor (EA)” refers to an individual or entity with proven credibility and competence to conduct an energy audit

**Section 4. Qualifications of ECO, EM and EA.** The minimum qualifications for registration shall be as follows:

- 4.1 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 I Designated Establishments.
- 4.2 EM must be a licensed engineer or a graduate of a four (4) year course or its equivalent, and 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.
- 4.3 EA must have at least one (1) year of continuous experience on energy audits.

**Section 5. Responsibilities of ECO and EM.** The following shall be the responsibilities of ECOs and EMs:

- 5.1 Manage the energy consumption of facilities, equipment, and devices;
- 5.2 Administer the following:
  - 5.2.1 Implementation and improvement of energy efficiency measures;
  - 5.2.2 Conduct of regular energy audit;
  - 5.2.3 Energy monitoring and control; and
  - 5.2.4 Preparation of periodic energy consumption and energy conservation program reports; and
- 5.3 Fulfill other responsibilities under the EEC Act, EEC-IRR and this Department Circular.

**Section 6. Responsibilities of EA.** The following shall be the responsibilities for EAs:

- 6.1 Conduct energy audits to determine ways to enhance energy consumption;
- 6.2 Provide technical report to ECO and EM; and

- 6.3 Fulfill other responsibilities under the EEC Act, EEC-IRR and this Department Circular.

**Section 7. Registration of ECO, EM and EA.** Towards raising the professional standards of those engaged in energy management, the following are required to register with the DOE - Energy Utilization Management Bureau (EUMB):

- 7.1 For ECOs, the registration shall be accompanied with a copy of Philippine Regulatory Commission (PRC) license (when applicable), and document/s that would provide proof on 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.
- 7.2 For EMs, the registration shall be accompanied with a copy of Philippine Regulatory Commission (PRC) license (when applicable), and document/s that would provide proof on 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.
- 7.3 For EA, the registration shall be accompanied with document/s that would provide proof on experience on energy audits.
- 7.4 The registration made pursuant to Section 49 of the EEC IRR and IV. of Memorandum Circular No. MC2020-05-0001 is also deemed compliance under this Department Circular.

**Section 8. Certification of ECO, EM and EA.** Consistent with Sections 49 and 54 of the EEC-IRR, the development of the certification shall be issued within three (3) years from the effectivity of this Department Circular.

- 8.1 The DOE and the Technical Education and Skills Development (TESDA) shall develop the training module for the ECO certification system based on an approved scope of practice, a set of competency standards with a clear assessment and certification process, and a certification for the determined competency undertaken by the prescribed governance structure and quality assurance systems and aligned with the Philippine Qualifications Framework (PQF) and applicable international standards. Guidelines will be developed by TESDA in coordination with DOE on the training, assessment, and certification of workers for PQF qualification levels 1 to 5 and registration of Technical-Vocational Education and Training programs including that of nonprofit organizations and other private training institutions
- 8.2 The DOE in consultation with relevant stakeholders shall develop a certification and assessment system for EMs as a professional certificate program to ensure availability of competencies and skills required to promote and achieve the country's sustainable energy goals.
- 8.3 The DOE and the TESDA shall develop the EA certification which includes qualification requirements, review and evaluation process.
- 8.4 Subject to Section 12 of this Department Circular, certification shall be granted to ECOs, EMs and EA upon passing the examination and assessment

**Section 9. Continuing Qualification.** As a continuing qualification, the CECO must undergo energy efficiency and conservation seminars conducted by TESDA or any third-party

institutions duly approved by TESDA. Likewise, the CEM must undergo energy efficiency and conservation seminars conducted by the DOE or any third-party institution duly approved by the DOE.

**Section 10. Prohibited Acts.** Pursuant to Section 30 of the EEC Act, an ECO, EM or EA shall be subject to the penalties under Section 11 of this Department Circular for:

- 10.1 Failing or willfully refusing to submit to the requirements of Sections 7 and 9 of this Department Circular.
- 10.2 Violation of any provision of this Department Circular issued pursuant to the EEC Act and EEC-IRR

**Section 11. Penalties.** The DOE may consider the following measures prior to the imposition of fines, penalties and administrative liabilities:

- 11.1 Require an explanation supported by reports, returns and other documents to rebut the alleged commission of the prohibited act;
- 11.2 In cases where an explanation has been issued but the DOE finds a violation because of materially insufficient reports, false returns, non-submission of required documents, provide a recommendation to the said person or entity;
- 11.3 Disclose the name of the person or entity after it has received a recommendation and comply with such recommendation; and
- 11.4 Issue an order in cases where the said person or entity fails to follow or comply with the recommendation of the DOE. The failure on the part of the person or entity to comply with the order shall be a valid ground for the imposition of the administrative fines and penalties.
- 11.5 The imposition of fines shall be as follows:
  - 11.5.1 1<sup>st</sup> Offense – PhP 10,000.00
  - 11.5.2 2<sup>nd</sup> Offense – PhP 15,000.00
  - 11.5.3 3<sup>rd</sup> Offense – PhP 20,000.00 with possible revocation of certification
- 11.6 After due process, the revocation of the certification may likewise be accompanied by the blacklisting of the individual or entity.

**Section 12. Transitory Provision.** Pending the issuance of the training modules and curricula, Designated Establishments are required to comply and register their ECOs and EMs consistent with Section 7 of this Department Circular.

Upon the issuance of the training modules and curricula, the DOE shall provide for the timeline for compliance wherein registered ECO and EM shall undergo trainings or seminars related to energy efficiency, energy conservation and/or energy management.

**Section 13. Trainings and Seminars.** The DOE and TESDA in parallel with the requirements under Section 8 of this Department Circular shall develop guidelines for the approval of third-party institutions for trainings or seminars in a separate issuance.

**Section 14. Periodic Review.** In light of the dynamic nature of the industry, the DOE shall regularly review, update and issue the necessary rules relative to the operation of the sector in consultation with the stakeholders.

**Section 15. Information, Education and Communication Activities.** Pursuant to Section 85 of the EEC IRR, the DOE shall develop and undertake a national awareness and advocacy program covering energy efficiency and conservation and pursue partnerships with relevant stakeholders for the appreciation of this Department Circular.

**Section 16. Repealing Clause.** The provisions of other circulars, orders, issuances, rules and regulations, which are inconsistent with the provisions of this Department Circular are hereby repealed, amended, modified or superseded accordingly.

**Section 17. Separability Clause.** If for any reason, any section or provision of this Department Circular is declared unconstitutional or invalid, such parts not affected shall remain in full force and effect.

**Section 18. Effectivity.** This Department Circular shall take effect fifteen (15) days following its publication in at least two (2) newspapers of general circulation. Copies of this Department Circular shall be filed with the University of the Philippines Law Center - Office of the National Administrative Register.

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

**ALFONSO G. CUSI**  
Secretary