



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)



DEPARTMENT CIRCULAR NO. DC 2024-06-0020 ⁸

ESTABLISHMENT OF THE CENTER FOR AFFILIATED RENEWABLE ENERGY AND ENERGY EFFICIENCY AND CONSERVATION (CARE) AND AMENDING THE RULES AND REGULATIONS GOVERNING THE MANAGEMENT AND OPERATIONS OF THE AFFILIATED RENEWABLE ENERGY CENTERS (ARECS) IN THE PHILIPPINES

WHEREAS, Republic Act No. (RA) 7638 or the *Department of Energy Act of 1992* states that it is the policy of the State to ensure continuous, adequate, and economic supply of energy with the end in view of ultimately achieving self-reliance in the country's energy requirements through the integrated and intensive exploration, production, management, and development of the country's indigenous energy resources, and through the judicious conservation, renewal, and efficient utilization of energy to keep pace with the country's growth and economic development;

WHEREAS, RA 9513 or the *Renewable Energy Act of 2008* established the framework for the accelerated development and advancement of renewable energy (RE) resources, and the development of a strategic program to increase its utilization;

WHEREAS, RA 11285 or the *Energy Efficiency and Conservation Act* provides the establishment of a framework for introducing and institutionalizing fundamental policies on energy efficiency and conservation (EEC), including the promotion of efficient and judicious utilization of energy, increase in the utilization of energy efficiency (EE) and RE technologies, and the delineation of responsibilities among various government agencies and private entities;

WHEREAS, RA 11393 or the *Advanced Energy and Green Building Technologies Curriculum Act* states that it is the policy of the State to give priority to education, science, and technology, and other similar fields, as well as to support the country's educational institutions in their efforts at initiating and implementing curriculum development activities that will lead to socioeconomic progress and technological advancement;

WHEREAS, Department Order (DO) No. DO2013-12-0019 or *Strengthening the Management and Operations of the Affiliated Renewable Energy Centers (ARECS) in the Philippines*, DO No. DO2015-06-0005 or *Prescribing the Duties and Functions of the Field Offices of the Department of Energy Pursuant to Section 5 (3 & 4) of Department Order No. DO2013-12-0019 Entitled "Strengthening the Management and Operations of the Affiliated Renewable Energy Centers (ARECS) in the Philippines,"* and DO No. DO2019-03-0007 or *Amending Department Order No. DO2013-12-0019 Entitled Strengthening the Management and Operations of the Affiliated Renewable Energy Centers (ARECS)* provide policies and procedures governing the ARECS in the Philippines;

WHEREAS, the DOE recognizes the need to reinforce and integrate related laws, policies, and other statutory provisions for a comprehensive approach to energy efficiency, conservation, sufficiency, renewable energy, and sustainability in the country; and

WHEREAS, the DOE conducted public consultations attended by various stakeholders on 19 March 2024 and to present the draft Department Circular (DC) and to consolidate the inputs from stakeholders in Luzon, Visayas, and Mindanao.

NOW, THEREFORE, for and in consideration of the foregoing, the following are hereby established, expanded, and strengthened:

Section 1. Scope. This DC shall provide the rules and regulations in the recognition of higher education institutions (HEIs) as “*Center for Affiliated Renewable Energy and Energy Efficiency and Conservation*” (CARE), the conversion into CARE of the existing *Affiliated Renewable Energy Centers (ARECS)* established in accordance with DO Nos. DO2013-12-0019, DO2015-06-0005, and DO2019-03-0007, and the overall implementation and administration of programs and projects financed under the CARE funds created under Section 10 hereof.

Section 2. Reclassification of all ARECS. All existing ARECS with valid and subsisting accreditation from the DOE shall be subject to the provisions of this DC and be referred to as CARE, provided they shall comply with the requirements prescribed in Section 16 hereof.

Section 3. Composition and Responsibilities of the CARE Steering Committee. The CARE Steering Committee shall be composed of the following members:

Chairperson	:	Undersecretary or any official designated by the DOE Secretary
Vice-Chairperson For EEC	:	Director, <i>Energy Utilization Management Bureau (EUMB)</i> [for EEC-related projects]
Vice-Chairperson For RE	:	Director, <i>Renewable Energy Management Bureau (REMB)</i> [for RE-related projects]
Members	:	Director, <i>Financial Services (FS)</i> Director, <i>Legal Services (LS)</i> Director, <i>Administrative Services (AS)</i>
Secretariat	:	Representatives from REMB and EUMB

Responsibilities of the CARE Steering Committee. The CARE Steering Committee shall perform the following functions:

- a. Oversee the implementation and monitoring of activities stated in this DC;
- b. Provide general direction to the HEIs, including, but not limited to, the annual policy thrusts and research agenda of the DOE;
- c. Review and approve the CARE application of HEIs;
- d. Facilitate the deliberation of and recommend the allocation of the CARE fund to the Secretary;
- e. Review and approve internal procedures, policies, and processes of the DOE related to this DC; and
- f. Provide updates to the DOE Secretary on matters involving CARE.

Section 4. Composition and Responsibilities of the CARE Technical Working Group (TWG). The CARE TWG shall be composed of the following members:

Chairperson For EEC	:	Assistant Director, EUMB
Co-Chairperson For RE	:	Assistant Director, REMB
Members	:	Concerned Division Chiefs of EUMB and REMB
Secretariat	:	Office of the Director of EUMB and REMB

Responsibilities of the CARE TWG. The CARE TWG shall perform the following functions:

- a. Accept applications and evaluate applicants for CARE registration;
- b. Endorse certificates of registration to the CARE Steering Committee;
- c. Evaluate submitted project proposals of recognized CARE;
- d. Endorse evaluated proposals to the CARE Steering Committee;
- e. Prepare yearly reports on CARE registration and projects to the Steering Committee;
- f. Perform orientation and other information dissemination-related activities regarding CARE; and
- g. Perform other tasks that may be assigned by the Steering Committee.

Applications for registration as a CARE and the evaluation of project proposals shall be conducted by the appropriate bureau concerned with the thematic area of the institution or the project proposal.

Section 5. Recognition of Higher Education Institutions. HEIs shall be recognized as CARE through a Certificate signed either by the DOE Secretary or his duly authorized Undersecretary.

The Certificate shall be valid perpetually unless canceled or revoked by the DOE in accordance with Section 14 of this DC, and is subject to the periodic evaluation of the CARE's submitted accomplishment reports, including prescribed liquidation report/s duly validated by the Commission on Audit (COA) for released funds.

All existing and prospective applications shall undergo the application process subject to the submission of the following requirements:

1. Letter of Intent addressed to the Chairperson of the CARE Steering Committee from the duly authorized representative of the HEI;
2. Duly accomplished Application Form by the duly authorized representative of the HEI (*Annex A*);

3. Copy of proof of recognition by the Commission on Higher Education (CHED) as an HEI;
4. Proof that CARE's office complies with the following requirements (*Annex B*);
 - a. At least 15 m² gross floor area;
 - b. Complete list of features such as facilities, ventilation, furniture, and fixtures;
 - c. Sketch of the CARE office set-up with the necessary facilities, furniture, and fixtures; and
 - d. Room capacity to fit the CARE Director, Technical Head, Extension Head, Researchers or Principal Investigators, and other staff.
5. List of personnel complement of the HEI (*Annex C*);
6. List of ongoing, completed, and/or published research related to conventional energy, renewable energy, energy efficiency and conservation, and energy resiliency, among others (*Annex D*);
7. For State Universities and Colleges (SUCs), a copy of the Certificate of Program Compliance for energy-related courses; and
8. For private institutions, universities and colleges, Government Recognition for energy-related courses.

Applications shall be filed with the CARE TWG and shall be based on the thematic area of the applicants' ongoing, completed, and/or published research. An applicant with incomplete application shall be notified of any deficiencies thereof for revision or supplemental submission.

Only complete applications shall undergo technical evaluation by the CARE TWG.

All documents shall be submitted based on the submission guidelines of the DOE under *Annex E*. Application for accreditation shall follow the procedure stated in *Annex F*.

Section 6. Administration of Certificates of CARE. The DOE shall maintain and publish the registry of all issued Certificates of Recognized CARE. The registry shall contain such pertinent information on the CARE and its projects to apprise and guide the general public.

Section 7. Duties and Responsibilities of CARE. The CARE shall perform the following duties and responsibilities:

1. Commit manpower resources such as a CARE Director, Technical Head, Extension Head, and Researcher or Principal Investigator;
2. Designate a separate project leader and staff for each Memorandum of Agreement (MOA) or project with the DOE, aside from contract-based and full-time staff for project implementation;
3. Allocate adequate counterpart fund/s to fund day-to-day operations chargeable against annual budget of the institutions;
4. Authorize its personnel, including targeted students, to attend meetings, conferences, and workshops relative to the formulation, implementation, and monitoring of CARE's programs, activities and projects;

5. Attend and present research and studies for the Annual CARE Conference and other fora and consultations; and
6. Comply with all the requirements under this DC and all other policies governing CARE.

Section 8. Duties and Responsibilities of the DOE. The DOE shall perform the following duties and responsibilities:

1. Allocate funds to support the operations and execution of this DC;
2. Conduct the following activities:
 - a. Bi-annual Meeting of CARE;
 - b. Annual CARE Conference; and
 - c. Publication of a Journal on EE and RE; and
 - d. Publication of the registry of all issued Certificates of Recognized CARE;
3. Perform visitorial duties to monitor, evaluate, and inspect any program, project, or activity of CARE;
4. Provide necessary assistance to the CARE; and
5. Discharge such other duties and responsibilities as may be provided under this DC or other issuances, or as may be agreed upon with any party in accordance with existing laws, rules, and regulations.

Section 9. Journal on EE and RE. Pursuant to Section 12 of DOE DO No. DO2013-12-0019, a Journal on EE and RE shall be established.

1. *Constitution of Advisory Board and Editorial Board.* To ensure the publication of the Journal, the following Advisory Board and Editorial Board are hereby constituted:
 - a. *Advisory Board.* The Advisory Board shall be composed of the following representatives from DOE:
 - i. Director, EUMB;
 - ii. Director, REMB; and
 - iii. Division Chiefs of EUMB and REMB
 - b. *Editorial Board.* The Editorial Board shall be composed of representatives from CARE:
 - i. Editor-in-Chief;
 - ii. Associate Editor; and
 - iii. Section Editors
2. Members of the Editorial Board will be entitled to reasonable honorarium subject to existing laws, rules, and regulations of the Department of Budget and Management and COA;
3. Subject to the approval of the Editorial Board, papers from contributors and researchers other than submitted by CARE may be accepted;
4. All publication expenses, online or physical, and including ISBN or ISSN shall be the responsibility of the DOE;

5. Depending on the volume of the submission, the number of Associate Editors and Section Editors may be identified;
6. The Advisory Board, upon recommendation of the Editorial Board, shall formulate and implement internal rules and procedures, evaluation and publication standards and requirements, which guidelines shall be subject to the approval of the Chairperson of the Steering Committee; and
7. Best Paper and other distinctions and awards shall be identified by the Editorial Board to recognize quality contributions to academic research.

Section 10. Establishment of CARE Fund. The CARE fund shall be sourced from the following:

1. Allotment of fund for CARE from the General Appropriations Act (GAA) budget of EUMB and REMB;
2. Fund allocation from the National Energy Efficiency and Conservation Program (NEECP);
3. Other research/training funds from the GAA of the DOE; and
4. Financial assistance/grants from development partners.

Subject to applicable budgetary rules and regulations, the funds to support the operationalization of this DC shall be sourced from the existing budget of DOE.

Section 11. Management of the CARE Fund. All disbursements and accounting for fund utilization shall be in accordance with pertinent COA rules and regulations and shall be required to be liquidated through the submission of all necessary documents (i.e., liquidation report duly signed by the accountant and head of agency, and the report of disbursement and other attachments such as copy of billing/statement of account, tear sheets, certificate of performance, etc.).

The DOE, through its Budget Division, shall pool the identified funds and maintain a separate Financial Statement Report based on the submitted tagging of DOE offices.

Section 12. CARE Project Cycle. The CARE Fund can be accessed through successful project proposals by recognized CARE. The cycle for project proposals is as follows:

1. *Determination of Thematic Area by the DOE or Development Partners.* Projects shall conform to the thematic area identified by the DOE or development partners with defined project scope and outputs. Subject to the requirements identified by DOE or development partners, CARE may apply by submitting an Expression of Interest (EOI).
2. *Call for Proposals.* Subject to the identified thematic areas, a Call for Proposal will be published by the DOE for the next fiscal year based on the funding availability as identified during the 4th quarter of the current fiscal year.

Project proposals must be accompanied by the following:

- a. Letter of Intent;
- b. CARE Project Fund Application Form (*Annex G*);
- c. Project Proposal Form (*Annex H*);

- d. Work and Financial Plan (*Annex I*); and
 - e. Budgetary Requirements Form (*Annex J*);
3. **MOA.** Successful project proposals shall be executed through a MOA between/among the proponents, concerned DOE bureau for the project, and/or Development Partners. The finalized Project Proposal, Work and Financial Plan, and Budgetary Requirements shall form part of the MOA.

Specific requirements for the MOA may vary based on the Terms of Reference on the activities to be implemented for the project. Other terms and conditions mutually agreed upon during the implementation shall be included in the MOA.

Obligation and utilization of the funds must be within the fiscal year. Project extension, including no-cost extension, will not be allowed unless due to unforeseen circumstances and will be subjected to the written approval of the Chairperson.

Any unutilized fund/s allocated within the project may be disbursed to support expenses necessary in the implementation of any related programs, projects, and activities, upon written approval of the Chairperson of the Steering Committee.

All activities to be undertaken in the fulfillment of the MOA shall be compliant with pertinent laws and government regulations, such as, but not limited to, RA 9184 – Government Procurement Reform Act, and COA Circular No. 94-013 (Rules and Regulations in the Grant, Utilization, and Liquidation of Funds transferred to Implementing Agencies).

Section 13. Creation of Special Bids and Awards Committee. The CARE – Special Bids and Awards Committee (SBAC) may be established, if necessary, to spearhead and administer the transfer of funds to identified CARE and other related procurement activities.

Section 14. Delisting and Settlement of Disputes. The CARE shall be delisted and its certificate revoked for violation of any of the following:

1. Failure to comply with the responsibilities set forth under Section 7 of this DC;
2. Failure to provide accurate information or the provision of false or misleading information as required by this DC;
3. Submission of requirements containing false information or falsified documents;
4. Failure to comply with MOA without valid cause; and
5. Failure to liquidate within ten (10) days after the end of the agreed period for the project.

The DOE shall notify the CARE of its violation and the CARE shall submit its written response with documentary evidence within five (5) calendar days. The CARE may also be blacklisted by the DOE.

In addition, all disputes, controversies, or claims arising from or relating to this shall be settled amicably by mutual consultation between or among the parties as far as practicable. All disputes, controversies, or claims which cannot be settled amicably shall be settled through negotiation and/or mediation and shall be decided by arbitration in accordance with RA 9285 or the "Alternative Dispute Resolution Law of 2004". This is, however, without prejudice to the provision of Rule 26 of RA 10055 on the resolution of disputes, particularly on matters pertaining to ownership.

Section 15. Visitorial Powers. The DOE shall have the right to conduct visits and inspections of a CARE for verification, monitoring, and evaluation purposes of its existing project implemented under this DC.

The DOE may issue Implementing Guidelines for the verification, monitoring, and evaluation of CARE projects.

Section 16. Transitory Provision. Upon effectivity of this DC, an existing AREC will be automatically registered as CARE; Provided that it submits all items enumerated in Section 5 of this DC within one (1) year from the date of effectivity; Provided further that the AREC has a valid and subsisting MOA with the DOE. Failure to comply with this provision will result in DOE's non-recognition of the institution.

Any outstanding obligations under existing MOAs and pending applications for accreditation as ARECs under DOE Department Order Nos. DO2013-12-009, DO2016-06-0005, and DO2019-03-0007 shall remain valid and in effect until the respective MOAs have lapsed and the obligations under these MOAs have been fulfilled. Beyond these circumstances, MOAs will no longer be entered into with ARECs under these Department Orders. Succeeding MOAs will be executed exclusively under this Department Circular.

Section 17. Amendment Clause. The DOE may revise, supplement, and issue related guidelines, circulars, and other subsidiary issuances as it may deem necessary for the effective implementation of the provisions of this DC.

Section 18. Repealing Clause. The provisions of other circulars, orders, issuances, rules, and regulations, which are inconsistent with the provisions of this Circular are hereby repealed, amended, modified, or superseded accordingly.


Section 19. Separability Clause. If for any reason, any section or provision of this DC is declared unconstitutional or invalid, such parts not affected shall remain in full force and effect.

Section 20. Effectivity. This DC shall take effect immediately following its publication in at least two (2) newspapers of general circulation. A copy of this DC shall be filed with the University of the Philippines – Office of the National Administrative Register.

Issued this JUN 21 2024 at the DOE, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City.


RAPHAEL P.M. LOTILLA
Secretary



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	QUALITY MANAGEMENT SYSTEM FORMS MANUAL	Doc. ID	EPMPD-QF-XX
Page no. 1 of 2	Document Name: CARE APPLICATION FORM (ANNEX A)	Effectivity date:	xx xxxx xxxx
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CHECKLIST OF REQUIREMENTS FOR CARE APPLICANT

- Letter of Intent;
- One (1) Certified True Copy of Proof of Recognition from the Commission on Higher Education (CHED)
- One (1) Certified True Copy of Certificate of Accreditation as AREC (for Accredited AREC)
- One (1) Copy of Proof of Ownership/Lease CARE's office
- One (1) Original Copy of List of Personnel Complement
- One (1) Original Copy of List of On-going, Completed and/or Published Researches on Energy;
- One (1) Original Copy of Fund Complement
- One (1) Certified True Copy of Certificate of Program Compliance for Energy Related Courses (For State Universities and Colleges)
- One (1) Certified True Copy of Certificate of Government Recognition for energy related courses (For Private Institutions Universities and Colleges)
- One (1) Certified True Copy of Business Registration
- One (1) Certified True Copy of Business Permits.

Type of Application : New Renewal

CARE APPLICATION FORM

CARE PROFILE

Name of Higher Educational Institution (HEI) : _____

Address : _____

Primary Contact Name : _____

Secondary Contact Name : _____

Telephone Number : _____

Contact number : _____


E-mail address : _____

Website (if any) : _____

Assurances:

By signing this application form and this set of assurances, I hereby acknowledge the following conditions of the Department of Energy (DOE) and agree to abide by them if this application is accredited:

1. I agree to submit complete accreditation requirement documents and to abide by the accreditation and certification of CARE.
2. I hereby authorize the DOE to make direct inquiries to any person, firm, or organization named in the application to verify the information submitted herein.

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3. I hereby consent to the processing of our institution's information that will be collected and stored by the DOE in accordance with the Data Privacy Act and that the same will be shared with DOE as part of the processing of my accreditation for CARE Institution.
4. I further agree that if we provide false or misleading information on our application form or otherwise fail to demonstrate that we have sufficient experience or qualifications to perform as CARE Institutions, the DOE has the right to suspend my recognition without prior notice.
5. I, the undersigned, hereby apply for the recognition with the DOE and certify that, to the best of my knowledge, the particulars given in this application and all accompanying documents/information are true and correct.
6. I consent to posting my basic information on the DOE website once my application is approved/signed subjected to the Data Privacy Act.
7. I hereby warrant that I am duly authorized to represent the aforementioned HEI by virtue of the power vested upon me by existing laws and/or issued document¹ (i.e., *Board Resolution, Special/Assignment Orders, By-Laws* and etc.) attached herein.


NAME OF REPRESENTATIVE : _____

POSITION : _____

SIGNATURE : _____

DATE : _____

¹ *Board Resolutions* or *Special/Assignment Orders* may not be required if the HEI is represented by its President/Chairman.

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CARE LIST OF RESEARCH


Name of Institution : _____

A. Published Research/ies (Continue on a separate sheet if necessary)

No	Title	Researcher's Information (Contact Number, Email Address)	Research Duration (MM/YYYY) to (MM/YYYY)	Funding Status (Funded or Not Yet Funded)	Research Cost (Php)	Date Published (DD/MM/YYYY)	Brief Description
1							
2							
3							
4							
5							

B. Completed Research/ies (Continue on a separate sheet if necessary)

No	Title	Researcher's Information (Contact Number, Email Address)	Research Duration (MM/YYYY) to (MM/YYYY)	Funding Status (Funded or Not Yet Funded)	Research Cost (Php)	Brief Description
1						
2						
3						
4						
5						

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C. On-going Research/es *(Continue on a separate sheet if necessary)*


No	Title	Researcher's Information (Contact Number, Email Address)	Expected Research Duration (MM/YYYY) to (MM/YYYY)	Funding Status (Funded or Not Yet Funded)	Research Cost (Php)	Brief Description
1						
2						
3						
4						
5						

NAME OF REPRESENTATIVE : _____

POSITION : _____

SIGNATURE : _____

DATE : _____

	ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION		
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SUBMISSION GUIDELINES

The documents pertaining to the application of CARE Institution to the DOE can be accessed through the link <https://bit.ly/DC-CARE>.

All applications, together with the required documents, should be submitted through a designated online platform. Please take note that submissions made through other e-mail addresses will not be deemed official by the DOE.

For further guidance, the following documents should be included in the e-mail of the applicant:

1. Duly accomplished CARE Application Form under Annex A
(PDF File, File Name: "CARE_Institution Name_ApplicationForm.pdf")
2. One (1) Certified True Copy of Proof of Commission on Higher Education (CHED) recognized HEIs
(PDF File, File Name: "CARE_Institution Name_ProofOfCommission.pdf")
3. Duly accomplished Proof of CARE's Office under Annex B
(PDF File, File Name: "CARE_Institution Name_CAREOffice.pdf")
3. Duly accomplished List of Personnel Complement under Annex C
(PDF File, File Name: "CARE_Institution Name_PersonnelComplement.pdf")
4. Duly accomplished List of On-going, Completed, Published Researches on Energy under Annex D
(PDF File, File Name: "CARE_Institution Name_ResearchesOnEnergy.pdf")
5. One (1) Certified True Copy of Certificate of Program Compliance for Energy Related Courses (State Universities and Colleges)
(PDF File, File Name: "CARE_Institution Name_CertProgramCompliance.pdf")
6. One (1) Certified True Copy of Government Recognition for Energy Related Courses (Private Institutions Universities and Colleges)
(PDF File, File Name: "CARE_Institution Name_GovernmentRecognition.pdf")

	ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION		
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The Letter of Intent should at least include the following contents:

<Date>

Chairperson of the Steering Committee
 Department of Energy (DOE)
 Energy Center, Rizal Drive
 Bonifacio Global City, Taguig City

Subject: <*Institution Name*> - CARE Institution Application (e.g., *Department of Energy – CARE Institution Application*)

Dear Mr. Chairperson:

Good day!


The <*Institution Name*> is hereby submitting its application for Center for Affiliated Renewable Energy and Energy Efficiency and Conservation (CARE) Institutions. The following documents are attached to this email for your reference:

1. Duly accomplished CARE Application Form under Annex A
2. Certified True Copy of Proof of Commission on Higher Education (CHED) recognized HEIs
3. Duly accomplished Proof of CARE's Office under Annex B
4. Duly accomplished List of Personnel Complement under Annex C
5. Duly accomplished List of On-going, Completed, Published Researches on Energy under Annex D
6. Certified True Copy of Certificate of Program Compliance for Energy Related Courses (State Universities and Colleges)
7. Certified True Copy of Government Recognition for Energy Related Courses (Private Institutions Universities and Colleges)

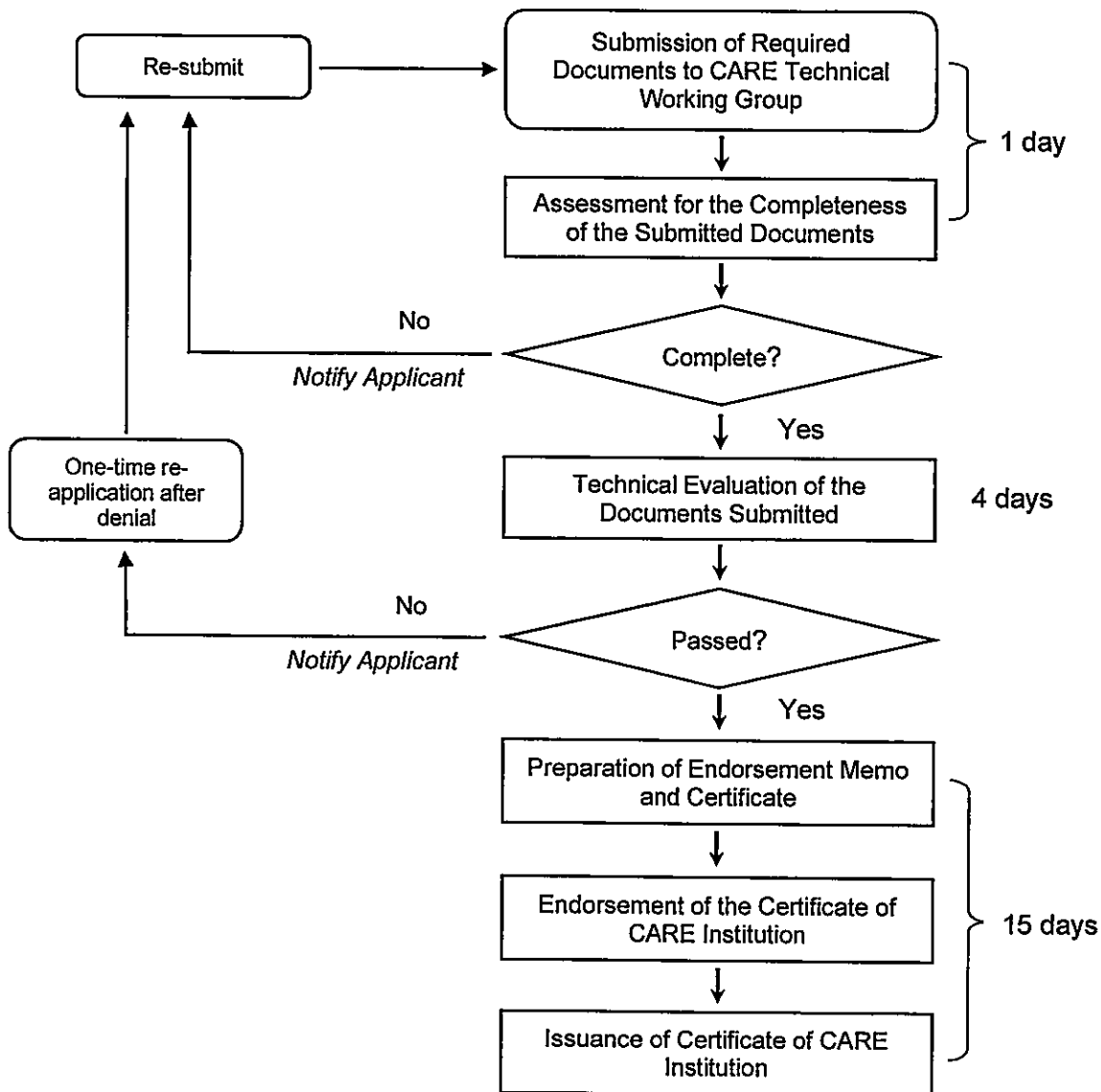
For your reference.

Thank you.




<Name of Representative>
 <Position/Office/Institution>
 <Contact Details>

	ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION		
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CARE RECOGNITION PROCESS




*** Legend:**

-  - Applicant
-  - DOE
-  - Decision

Note:

20 Working Days

Failure to comply with the required documents within 30 working days from the date of notification from DOE personnel on the incomplete submitted documents will result in the disapproval of the application. Should the applicant wish to continue its application for CARE recognition, application documents must be re-submitted to DOE.

	ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION		
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CHECKLIST OF REQUIREMENTS FOR CARE FUND APPLICATION

- Letter of Intent;
- One (1) Original Copy of Project Proposal (Annex H);
- One (1) Original Copy of Work and Financial Plan (Annex I); and
- One (1) Original Copy of Budgetary Requirements (Annex J)

CARE INSTITUTIONS FUND APPLICATION FORM


Name of Institution : _____

- A. Letter of Intent *(Please see attachment/s)*
- B. Project Proposal *(Please see attachment/s)*
- C. Work and Financial Plan *(Please see attachment/s)*
- D. Budgetary Requirements *(Please see attachment/s)*

Assurances:

By signing this application form and this set of assurances, I hereby acknowledge the following conditions of the Department of Energy (DOE) and agree to abide by them if this application is accredited.

1. I agree to submit complete requirement documents and to abide by the process of accessing the CARE fund.
2. I hereby authorize the DOE to make direct inquiries to any person, firm, or organization named in the application to verify the information submitted herein.
3. I hereby consent to the processing of our institution's information that will be collected and stored by the DOE in accordance with the Data Privacy Act and that the same will be shared with DOE as part of the processing of my accreditation for CARE Institution.
4. I further agree that if we provide false or misleading information on our application form or otherwise fail to demonstrate that we have sufficient experience or qualifications to perform as CARE Institutions, the DOE has the right to suspend without prior notice my accreditation from the DOE.

	ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION		
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5. I hereby warrant that I am duly authorized to represent (Name of HEI) by virtue of the power vested upon me by existing laws and/or issued document¹ (i.e., *Board Resolution, Special/Assignment Orders and etc.*) attached herein.

6. I, the undersigned, hereby apply for the accreditation with DOE and certify that, to the best of my knowledge, the particulars given in this application and all accompanying documents/information are true and correct.


NAME OF REPRESENTATIVE : _____

POSITION : _____

SIGNATURE : _____

DATE : _____

¹ *Board Resolutions or Special/Assignment Orders* may not be required if the HEI is represented by its President/Chairman.

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PROJECT PROPOSAL

I. Program/ Project Title: _____

Project Components:

1. _____
2. _____
3. _____

II. Project Staff

Name of Principal Researcher (PR) : _____
 Designation : _____
 Name of Institution : _____
 Department : _____
 Principal Researcher's Contact Details : _____
 Address : _____
 Institution's Contact Details : _____
 Name of the Head of the Institution : _____

Name(s) and Details of Researchers and Members:

Name(s)	Contact Details (email and mobile)	Designation	Field of Expertise/ Specialization/ Background
1.			
2.			
3.			


III. Curriculum Vitae of Principal Researchers, Co-Researchers, and Members of the Team

(Please place as Attachment 1)

IV. Project Proposal

A. Project Summary

The proposal must contain a summary of the proposed activity. This should not be more than one page in length (Arial 11, single space). The Project Summary is a brief description of the proposed project and should the proposal be funded. It should

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include a statement of objectives, methods to be employed and expected output and outcomes.

V. WORK PLAN

This includes a brief description in chronological order of each activity undertaken in the conduct of the project. The starting and planned completion date are indicated in year and month and they may be presented via Gantt Chart.

A. Work Plan

Activities	Output	Due Date

List of all expected outputs of each activity

B. Gantt Chart

Activity	Year 1											
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Activity 1	X	X	X	X								
Activity 2					X	X	X	X	X	X		
Activity 3											X	X
Activity 4												
Activity 5												



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Activity	Year 2											
	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
Activity 1												
Activity 2												
Activity 3	X	X	X	X								
Activity 4					X	X	X	X	X	X		
Activity 5											X	X

VI. Risk Management Plan

What are the risks associated with each activity of the project? Is there anything that will prevent the project from being successfully completed? What are the mitigation strategies for overcoming these risks (risk management, back-up plans)?

Activity	Hazard / Risks	Possible Courses of Action

VII. Summary of Proposed Budget (This includes counterparts and source/s of funds).


Items	Budget (X years) (requested from DOE)	Counterpart Funding (specify source of funding)	Total
MOOE (including personnel)	xxx.xx	xxx.xx	xxx.xx
Capital Outlay (Equipment)	xxx.xx	xxx.xx	xxx.xx
TOTAL	xxx.xx	xxx.xx	xxx.xx

Please provide a description and details of in-kind contribution provided by the Principal Researchers' Institutions and Associated Partners (i.e. Use of laboratory facilities, equipment and utilities)

Please provide justifications for these costs (MOOE and Equipment), including value for money and confirmation that a fair procurement process will be carried out. For SUCs, please ensure that procurement is compliant with the provisions of RA 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations

VIII. Target Beneficiaries of Project Results

Who and how many are the direct/indirect beneficiaries of the study, what are the benefits that are likely to accrue in the short or long term? Please include no. of undergraduate, graduate students and faculty members mentored through the project

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Target Beneficiaries	Total	Expected Benefits from the Program/ Project
1.		
2.		
3.		
4.		
5.		
TOTAL		


**Please add additional rows, if needed*

IX. Results from Prior Research/Extension Grant Support for the Past Ten (10) Years

Provide us your ten (10) year research & extension grant portfolio. List down all the grants received and provide the following information: (A) grant amount and period covered, (B) title of project, (C) brief summary of work completed, (D) list of publications and patents from the research grant, (E) results of the final M&E activity by the grantor – was the project completed successfully? Were the funds liquidated on time? Was the project terminated prematurely or the request for project extension denied? If so, what was the reason(s)?

Research/ Extension Grant Portfolio of Dr./Engr. Xxx (Principal Investigator)	
Grant received from	XX
Grant amount and period covered	XX
Title of project	
Brief summary of work completed	
List of publications and patents from the project grant	
Results of the final M&E activity by the grantor – was the project completed successfully? Were the funds liquidated on time? Was the project terminated prematurely or the request for project extension denied?	

Grant received from	XX
---------------------	----

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Grant amount and period covered	XX
Title of project	
Brief summary of work completed	
List of publications and patents from the project grant	
Results of the final M&E activity by the grantor – was the project completed successfully? Were the funds liquidated on time? Was the project terminated prematurely or the request for project extension denied?	

** Add more rows as needed*

SUBMITTED BY:

 Printed Name over Signature
 Principal Researcher

APPROVED AND ENDORSED BY:

 Name of Head of CARE Institution
 CARE Name



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**SUMMARY OF WORK AND FINANCIAL PLAN
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SUMMARY OF WORK AND FINANCIAL PLAN
For Fiscal Year _____

Name of the CARE : _____
Name of Project : _____


Key Result Areas	Key Activities	Strategies	Targets or Outcomes	Period/Months														
				J	F	M	A	M	J	J	A	S	O	N	D			

Prepared by: _____ Approved by: _____

CARE Team Leader

CARE Institution Head


DOE Authorized Official

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BUDGETARY REQUIREMENTS

A. Work and Financial Plan

Activities	Amount per Month (in thousand)											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Wages/Salaries (project staff)												
2. Honoraria (consultants and resource persons)												
3. Support for the conduct of activities related to the project, such as: <ul style="list-style-type: none"> • Capacity building: Seminars/workshops/trainings • Researches • Public forum/consultation • Engagement with partners and other stakeholders • Benchmarking (national international) 												
4. Procurement of Supplies and materials												
5. Communication and advocacy												
6. Publication (reproduction of report and other documents)												
7. Administrative Cost												

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B. Detailed Line-Item Budget

Items/Particulars	Amount	
	Institutions	DOE
<i>Maintenance and Other Operating Expenses (MOOE)</i>	Counterpart	
	Institutions	DOE
1. Wages/Salaries (project staff)		
2. Honoraria (consultants and resource persons)		
3. Support for the conduct of activities related to the project, such as: <ul style="list-style-type: none"> • Capacity building: Seminars/workshops/trainings • Researches • Public forum/consultation • Engagement with partners and other stakeholders • Benchmarking (national international) 		
4. Procurement of Supplies and materials		
5. Communication and advocacy		
6. Publication (reproduction of report and other documents)		
7. Administrative Cost		
TOTAL		

NAME OF REPRESENTATIVE : _____

POSITION : _____

SIGNATURE : _____

DATE : _____