



DEPARTMENT ORDER NO. DO 2024-11-0013 ag

**GUIDELINES ON THE DEPARTMENT OF ENERGY (DOE)  
SUSTAINABLE ENERGY AWARDS**

**WHEREAS**, Republic Act (RA) No. 7638, otherwise known as the “Department of Energy (DOE) Act of 1992” declares it the policy of the State to ensure a continuous, adequate, and economic supply of energy through the integrated and intensive exploration, production, management and development of the country’s indigenous energy resources;

**WHEREAS**, Section 5(b) of RA 7638 mandates the DOE to “develop and update the existing Philippine Energy Program which shall provide for an integrated and comprehensive exploration, development, utilization, distribution and conservation of energy resources, with preferential bias for environment-friendly, indigenous, and low-cost sources of energy”;

**WHEREAS**, Section 2 of RA 9136, otherwise known as the “Electric Power Industry Reform Act of 2001” or “EPIRA”, declares it the policy of the State to promote the utilization of indigenous and new and renewable energy (RE) resources in power generation in order to reduce dependence on imported energy;

**WHEREAS**, Section 37(e)(i) of the EPIRA mandates the DOE to encourage private sector investments in the electricity sector and promote the development of indigenous and RE sources;

**WHEREAS**, Section 2(b) of RA 9513, otherwise known as the “Renewable Energy Act of 2008” or the “RE Act”, declares it the policy of the State to increase the utilization of RE by institutionalizing the development of national and local capabilities in the use of RE systems, and promoting its efficient and cost-effective commercial application by providing fiscal and non-fiscal incentives;

**WHEREAS**, Section 6 of the RE Act provides that all stakeholders in the electric power industry shall contribute to the growth of the RE industry in the country;

**WHEREAS**, the Department of the Interior and Local Government (DILG) – DOE Joint Memorandum Circular No. 2020-01, or the “Local Government Unit (LGU) Energy Code”, underscores the crucial role of LGUs in supporting the development and implementation of RE initiatives and promotes the decentralization of energy planning, encouraging LGUs to take proactive steps in identifying, developing, and utilizing RE resources within their jurisdictions;

**WHEREAS**, the National Renewable Energy Program (NREP), covering the period 2020-2040, seeks to increase the RE share in the power generation mix to 35% by 2030 and 50% by 2040;

**WHEREAS**, the attainment of the above targets requires the concerted efforts of the government, both at the national and local level, participants in the RE industry and other private institutions;

**WHEREAS**, recognizing and publicizing the contribution of stakeholders in the RE sector, such as RE developers, LGUs, and private institutions through a program to be known as the “DOE Sustainable Energy Awards” will encourage wider adoption of best practices in the energy sector; and

**WHEREAS**, it is necessary to establish guidelines that will govern the transparent implementation and execution of said program.

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

**Section 1. Title.** This Department Order (DO) shall be known as the “Guidelines on the DOE Sustainable Energy Awards.”

**Section 2. Scope.** This DO shall govern the implementation of the DOE Sustainable Energy Awards.

**Section 3. Purpose.** This DO prescribes the categories, criteria, application procedure and selection process, and other mechanisms for the DOE Sustainable Energy Awards.

**Section 4. Objectives.** The DOE Sustainable Energy Awards celebrate and recognize sustainable initiatives, highlight best practices, motivate investments, and encourage further innovation in the RE sector, towards the attainment of the RE targets under the NREP.

**Section 5. Award Categories.** There shall be three (3) categories for the DOE Sustainable Energy Awards, namely, RE Projects in On-Grid Areas, Private Institutions, and LGUs, described as follows:

Category		General Criteria
1	RE Projects in On-Grid Areas	Renewable Energy Projects in On-Grid Areas that demonstrated exceptional contribution in the attainment of a secure, reliable, clean, and resilient energy sector. This award also emphasizes the positive impacts RE projects bring to the community, fostering sustainability, resilience, and social well-being.
2	Private Institutions	Private institutions, including corporations, organizations, and enterprises, that have made significant contributions to the promotion,

Category		General Criteria
		development, and implementation of RE initiatives in the Philippines. This category highlights innovative efforts that promote sustainability, reduce carbon footprint, and demonstrate leadership in integrating RE solutions into their operations, thereby driving the energy transition in the private sector.
3	LGUs	Provinces, cities, or municipalities that demonstrate a strong and sustained commitment in creating an enabling environment for the deployment of RE within their jurisdictions, such as streamlining of permitting processes. This award highlights LGUs that establish and implement RE plans and policies that provide environmental benefits and significant socioeconomic contributions.

**Section 6. Nomination and Selection Process.** The DOE Sustainable Energy Awards shall follow these procedures:

- a. **Call for Nominations.** The DOE, through the Renewable Energy Management Bureau (REMB), shall announce the official start of the DOE Sustainable Energy Awards through a Call for Nominations. Such Call shall include all relevant information, such as but not limited to, number of awardees for each category, criteria and scoring system, requirements for nomination and evaluation, and timelines for evaluation/validation, deliberation, and awarding.
- b. **Intent to Join and Submission of Entries.** All interested parties shall be nominated through a duly sworn letter together with the documentary requirements listed in the Call for Nominations. Only those applications with complete submissions shall be considered. Applications submitted beyond the deadline will not be accepted. Furthermore, the DOE reserves the right to accept or reject nominations based on criteria set for a category.
- c. **Desk Evaluation/Field Validation.** The Sustainable Energy Awards Validation Team (SEAVT) created under Section 7(b) hereof shall review the nominations and their supporting documents through desk evaluation and/or field validation, if necessary, based on criteria set forth in the Call for Nominations.
- d. **Final Deliberation of the Nominees.** The Sustainable Energy Awards Selection Committee (SEASC) created under Section 7(a) hereof shall review and deliberate on the desk evaluation/field validation results. The deliberation results and list of awardees shall be endorsed to the Secretary for approval.
- e. **Awarding.** Nominees whose endorsement for award was approved by the Secretary shall be conferred the Sustainable Energy Awards.

**Section 7. Selection Committee, Validation Team, and Secretariat.** To ensure the efficient and effective implementation of the activities of this DO, the following are hereby constituted:

- a. **Sustainable Energy Awards Selection Committee (SEASC).** The Committee shall be composed of the following:

**Chairperson:** Undersecretary supervising REMB  
**Vice Chairperson:** Assistant Secretary supervising REMB  
**Members:** Director, REMB Director  
Director, Legal Services  
Director, Financial Services

- b. **Sustainable Energy Awards Validation Team (SEAVT).** The Validation Team shall be composed of the following:

**Head:** Assistant Director, REMB  
**Members:** Chief, Biomass Energy Management Division  
Chief, Geothermal Energy Management Division  
Chief, Solar Energy Management Group  
Chief, Hydropower and Ocean Energy Management Division  
Chief, Wind Energy Management Group  
Chief, Investment Promotion Office

- c. **Secretariat:** National Renewable Energy Board -  
Technical Services Management Division (NREB-TSMD)

**Section 8. Roles and Functions.** The SEASC, SEAVT and Secretariat shall have the following roles and functions:

a. **SEASC**

- i. Oversee the implementation of, and monitor the activities under, this DO;
- ii. Provide strategic direction and ensure alignment with the overall objectives of the Sustainable Energy Awards;
- iii. Approve the evaluation criteria, including its weighted distribution, ensuring fairness and transparency; and
- iv. Recommend the final list of awardees for approval by the DOE Secretary.

b. **SEAVT**

- i. Assess and evaluate applicants/entries;
- ii. Conduct field validation, if necessary, to verify information for all categories;
- iii. Prepare validation reports, if necessary;
- iv. Recommend awardees to the SEASC;

- v. Implement activities for the conduct of the Sustainable Energy Awards consistent with the direction provided by the SEASC;
- vi. Lead the improvements of the guidelines, evaluation process, and other mechanisms; and
- vii. Submit all relevant information and reportorial requirements, as may be required by the SEASC.

**c. Secretariat**

- i. Organize committee meetings;
- ii. Manage logistics and documentation of activities related to the Sustainable Energy Awards;
- iii. Secure the integrity and confidentiality of all documents submitted by nominees and arrange documents for the convenience of the SEAVT and SEASC for the conduct of review and evaluation; and
- iv. Provide other administrative support, as necessary.

**Section 9. Evaluation Criteria.** The SEAVT shall develop the evaluation criteria, scorecards, and other relevant mechanisms for the proper discharge of the functions of the SEASC and SEAVT. Nominations for the DOE Sustainable Energy Awards, under the categories specified in Section 5 hereof shall be assessed in accordance with the criteria and scoring system to be outlined in the official Call for Nominations.

**Section 10. Conduct of Awards.** The DOE shall, as far as practicable, conduct the Sustainable Energy Awards annually. The date of the awarding shall coincide with the celebration of the National Energy Consciousness Month (NECM).

**Section 11. Special Recognition.** The DOE may confer special recognition to the following entities that have demonstrated innovation and significant contributions to the development and promotion of sustainable RE initiatives:

- a. RE Projects in Off-grid Areas;
- b. Distribution Utilities;
- c. Civil Society Organizations / Development Partners; and/or
- d. State Universities and Colleges.

This recognition is based on the impact of their projects or contributions to the RE sector.

The SEAVT shall develop the criteria therefor, which must include the significance and impact of the entity's efforts in the RE industry. The determination of awardees shall be made by the SEASC and approved by the Secretary.

**Section 12. Confidentiality.** All submitted information and data shall be treated with utmost confidentiality and can only be used by the DOE for monitoring, planning, policy development, and other official use. No information and data shall be used for profit in any form.

**Section 13. Finality of Decision.** The decision of the SEASC regarding the selection of awardees and recipients of recognition shall be final and irrevocable, and non-appealable, except to the Secretary.

**Section 14. Sanctions for Submission of False Information.** Any nominator which, upon due investigation/validation, is determined to have submitted nominations containing false or misleading information shall be proceeded against in accordance with applicable laws, rules and regulations, and may result in disqualification of the nominee from any award should such nominee's collusion therein be duly established. Furthermore, the actions of the nominator and/or the nominee, and the latter's subsequent disqualification shall be publicly disclosed in order to maintain the integrity of the awards program and uphold transparency.

**Section 15. Separability Clause.** If for any reason, any section or provision of this DO is declared unconstitutional or invalid, the other parts or provision hereof which are not affected thereby shall continue to be in full force and effect.

**Section 16. Effectivity.** This DO shall take effect immediately.

Issued on NOV 04 2024 at Energy Center, Rizal Drive corner 34<sup>th</sup> Street Bonifacio Global City, Taguig City.

  
  
**RAPHAEL P.M. LOTILLA**  
Secretary



## ANNOUNCEMENT OF CALL FOR NOMINATIONS Department of Energy (DOE) Sustainable Energy Awards 2024

The DOE proudly announces the “DOE Sustainable Energy Awards”, a prestigious awards and recognition program aimed at celebrating outstanding initiatives in the renewable energy (RE) sector. This program seeks to recognize and publicize the contributions of stakeholders in the RE sector that drive the Philippines towards achieving its renewable energy targets and creating a sustainable, clean, and resilient energy future.

We are inviting nominations from eligible entities to showcase their innovations, best practices, and remarkable achievements in promoting renewable energy. Through this initiative, we aim to inspire accelerated development and utilization of renewable energy and foster continuous innovation in the energy landscape.

For this launching of DOE Sustainable Energy Awards, the Department will bestow awards to the following categories:

Category		General Criteria	Number of Awardees
1	RE Projects in On-Grid Areas	Renewable Energy Projects in On-Grid Areas that demonstrated exceptional contribution in the attainment of a secure, reliable, clean, and resilient energy sector. This award also emphasizes the positive impacts RE projects bring to the community, fostering sustainability, resilience, and social well-being.	1
2	Private Institutions	Private institutions, including corporations, organizations, and enterprises, that have made significant contributions to the promotion, development, and implementation of RE initiatives in the Philippines. This category highlights innovative efforts that promote sustainability, reduce carbon footprints, and demonstrate leadership in integrating RE solutions into their operations, thereby driving the energy transition in the private sector.	1
3	Local Government Units (LGUs)	Provinces, Cities, or Municipalities that demonstrated a strong and sustained commitment in creating an enabling environment for the deployment of RE within their jurisdictions, such as streamlining of permitting processes. This award highlights LGUs that establishes and implements RE plans and policies that provides environmental benefits and significant socioeconomic contributions.	1

The rules and procedures for the Awards are set in the “[Guidelines for the DOE Sustainable Energy Awards 2024](#)”. The Guidelines also sets out considerations in the awarding system, such as qualifications of applicants, evaluation criteria, distribution of scores, and documentary requirements.



Guidelines for the

**DEPARTMENT OF ENERGY  
SUSTAINABLE ENERGY AWARDS 2024**

October 2024



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## 1. Background

The history of renewables in the Philippines dates back to more than 50 years ago, when the Philippines' power system was fuelled by renewable energy (RE) resources. In 2008, Republic Act No. 9513 or the Renewable Energy Act of 2008 (RE Act) was promulgated, establishing the framework to accelerate the exploration, development, and utilization of renewable energy (RE) resources and technologies to achieve energy self-reliance and mitigate the effects of climate change. With the implementation of the RE Act, interest in renewables has grown.

The Department of Energy (DOE) recognizes the initiatives and contributions of the different stakeholders in promoting renewable energy and transitioning into clean energy. The DOE continues to solicit and highlight the involvement of these stakeholders, in particular the private sector and local government units, in this endeavor.

With this, the DOE is spearheading the 1<sup>st</sup> Sustainable Energy Excellence Award in recognition of the outstanding and exemplary initiatives and significant contributions in the utilization, promotion, and development of RE.

## 2. Objectives

The DOE Sustainable Energy Awards celebrates and recognizes sustainable initiatives, highlight best practices, motivate investments, and encourage further innovation in the RE sector, towards the attainment of the country's RE targets.

## 3. Award Categories

For this launching, the Department will bestow awards to the following categories:

Category		General Criteria	Number of Awardees
1	RE Projects in On-Grid Areas	Renewable Energy Projects in On-Grid Areas that demonstrated exceptional contribution in the attainment of a secure, reliable, clean, and resilient energy sector. This award also emphasizes the positive impacts RE projects bring to the community, fostering sustainability, resilience, and social well-being.	1
2	Private Institutions	Private institutions, including corporations, organizations, and enterprises, that have made significant contributions to the promotion, development, and implementation of RE initiatives in the Philippines. This category highlights innovative efforts that promote sustainability, reduce carbon footprints, and demonstrate leadership in integrating RE solutions into their operations, thereby driving the energy transition in the private sector.	1
3	Local Government Units (LGUs)	Provinces, Cities, or Municipalities that demonstrated a strong and sustained commitment in creating an enabling environment for the deployment of RE within their jurisdictions,	1

		such as streamlining of permitting processes. This award highlights LGUs that establishes and implements RE plans and policies that provides environmental benefits and significant socioeconomic contributions.	
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#### 4. Eligibility for Application

The following qualifications per category shall be met to be eligible for application. Applications that do not meet these eligibility requirements will not be accepted.

Category		Eligibility
1	RE Projects in On-Grid Areas	<ul style="list-style-type: none"> <li>Started commercial operations in 2009 onwards, after the effectivity of the RE Act.</li> <li>Registered under the RE Act and hold an existing service / operating contract with the DOE</li> <li>Project must be connected to the national grid</li> </ul>
2	Private Institutions	<ul style="list-style-type: none"> <li>Must be registered with the Securities and Exchange Commission</li> <li>Private Institutions that hold office and operate in the Philippines</li> <li>Must be in operation for the last two (2) years before the deadline of submission</li> </ul>
3	Local Government Units (LGUs)	<ul style="list-style-type: none"> <li>Provinces, Cities, or Municipalities</li> </ul>

#### 5. Criteria and Distribution of Scores

Applications will be evaluated based on the contents and information presented in the submitted documents, in reference to sets of established criteria. These criteria focus on outstanding RE initiatives resulting to social, economic, and environmental benefits.

The Aspects for each Criteria will be rated from 1-5 based on the rating scale below. The maximum total point score is 100% based on the criteria distribution shown in Tables 5.1, 5.2, and 5.3

##### Rating Scale:

- 5 – Excellent**, comprehensive evidence, highly credible, and surpassing expectations
- 4 – Very Satisfactory**, substantial evidence with high credibility and depth
- 3 – Satisfactory**, evidence substantiates claims with relative credibility
- 2 – Fair**, limited evidence with lacking depth and credibility
- 1 – Unsatisfactory**, claims with no supporting evidence
- 0 – No submission or did not meet expectation**

**5.1. Scoring Criteria for Category 1: RE Projects in On-Grid Areas**

No.	Criteria	Aspects	Description	Distribution of Score (%)
1.	<b>Environmental Impact</b>  Clearly describe the positive environmental impact of the RE Project	a. Avoided greenhouse gas (GHG) emissions	Provide quantitative data on the avoided GHG emissions through the project	10
		b. Impact to ecosystem	Elaborate the positive and sustainable impact of the RE project to the local ecosystem	10
		c. Waste Management	Provide a comprehensive waste management strategy	5
		<b>25</b>		
2.	<b>Social Impact</b>  Clearly describe the positive social impact and advantage to surrounding communities	a. Community awareness, participation, and acceptance	Demonstrate and showcase a high level of community awareness, acceptance, and support	5
		b. Corporate Responsibility (CSR) Program	Provide impactful CSR initiatives and demonstrate high commitment to social responsibility	10
		c. Benefit to community, and country	Articulate and highlight tangible benefits to local residents, emphasizing inclusivity and community engagement. In addition, applicant must be able to show a strong commitment to support, such as but not limited to, jobs creation and the inclusion of local services in the operation and maintenance of the project.	10
		<b>20</b>		
3.	<b>Technical, Economic, and Market Consideration</b>  Able to explain the technology advantages on economics, reliability, durability, and sustainability	a. Technical design and performance	Present detailed technical specifications to showcase the project's high performance and standardize technical design. Establish the project's effectiveness by presenting a clear and accurate data comparing rated capacity and actual performance.	20

		<p>b. Investment indicator and financial scheme</p> <p>c. Life of project</p>	<p>Able to showcase the economic viability and efficiency of the project through comprehensive financial metrics, such as investment cost, ROI, Payback period, and effectiveness ratio (cost/MW). In addition, applicant must be able to provide a comprehensive description of the project's financial scheme to show long-term viability and sustainability</p> <p>Provide a realistic projection of its lifespan and have a well-thought-out plan for the project longevity &amp; sustainability</p>	<p>8</p> <p>2</p>
<b>4.</b>	<b>Operation and Maintenance Scheme</b>			<b>30</b>
	<p>Satisfactory description on the optimization and preservation approach to maintain and ensure the project's maximum efficiency, effectiveness, and sustainability.</p>	<p>a. Operation hours</p> <p>b. Maintenance scheme</p>	<p>Specify and showcase the project's operational excellence through its operation hours, as well as highlighting its optimization strategies to maximize efficiency</p> <p>Provide a clear maintenance plan, detailing on the preventive and corrective measures to ensure consistent performance. This also includes additional measures to address specific challenges such as trainings and after-sales services.</p>	<p>10</p> <p>10</p>
		<p>c. Energy conservation and cost reduction system</p> <p>d. International Organization Standardization (ISO) certified for environment and quality</p>	<p>Showcase innovative approaches and comprehensive strategies to achieve energy conservation and cost reduction, along with the quantitative results of the energy conservation &amp; cost reduction generated from the project</p> <p>Demonstrate adherence to ISO standards for both environmental sustainability and product/service quality</p>	<p>8</p> <p>2</p>
<b>TOTAL SCORE</b>				<b>100</b>

## 5.2. Scoring Criteria for Category 2: Private Institutions

No.	Criteria	Aspects	Description	Maximum Point Allocation
1.	Environmental Impact	a. Avoided greenhouse gas (GHG) emissions	Provide quantitative data on the avoided GHG emissions of the institution	25
		b. Impact to ecosystem	Elaborate the positive and sustainable impact of the institution in the local ecosystem	10
2.	Social Impact	a. Corporate Responsibility Program	Provide impactful RE related CSR initiatives and demonstrate high commitment to social responsibility. Articulate and highlight tangible benefits of the institution's RE initiatives to local community, emphasizing inclusivity and community engagement.	15
25				
3.	Economic Impact	a. Reduced Energy Cost	Provide information showcasing the reduction of energy cost through RE utilization. Present average monthly and annual energy savings and enumerate its positive economic impact to the institution or the community.	25
25				
4.	Institutional Sustainability	a. RE plans, programs, and policies	Showcase a comprehensive discussion on the institution's targets and strategies supporting the development and use of RE, aligning to the local, national, and international commitments and objectives. Expound on the execution of these strategies.	25
25				
<b>TOTAL SCORE</b>				<b>100</b>

## 5.3. Scoring Criteria for Category 3: Local Government Units

No.	Criteria	Aspects	Description	Maximum Point Allocation
1.	<b>Environmental Impact</b>			<b>25</b>
	Clearly describe the RE related initiatives and activities of the LGU resulting to a positive environmental impact	a. Avoided greenhouse gas (GHG) emissions	Provide quantitative data on the avoided GHG emissions	10
		b. Impact to ecosystem	Elaborate the positive and sustainable impact in the local ecosystem	15
2.	<b>Social Impact</b>	a. Local Government Social Responsibility Program	Provide impactful RE related programs of the LGU that demonstrate high commitment to social responsibility. Articulate and highlight tangible benefits of the LGU's RE initiatives to local community, emphasizing inclusivity and community engagement.	20
3.	<b>Economic Impact</b>	a. Reduced Energy Cost	Provide information showcasing the reduction of energy cost through RE utilization. Present average monthly and annual energy savings and enumerate its positive impact.	10
	Clearly describe RE related activities that improve the quality of life and economic well-being of the local community.	b. Installed and operating RE Power Projects within the LGU's jurisdiction	Enumerate and provide discussion on RE power projects hosted by the LGU. Present data, such as but not limited to, the installed capacity, date of commercial operation, and energy generated. Expound on the relationship and collaboration activities of the RE project developers and the LGU	5
		c. Jobs created	Provide data and expound on the number of jobs created through the RE projects hosted by the LGU, as well as other RE related activities or initiatives. Provide discussions on how it provides opportunities and affects the economic growth of the local community	10

<p><b>4.</b> <b>Institutional Sustainability</b></p>	<p><i>Provide clear discussion on initiatives incorporating RE in the institution's plans and programs</i></p>	<p>a. RE plans, programs, and policies</p>	<p>Showcase a comprehensive discussion on the LGU's targets and strategies in supporting the development and use of RE, aligning to the local, national, and international commitments and objectives. Expound on the execution of these strategies.</p>	<p>25</p>
<p><b>TOTAL SCORE</b></p>				<p>100</p>



## 6. Application Procedure and Selection Process

### 6.1. Submission of Entries

All interested parties from the given categories shall submit a duly-sworn letter of nomination together with the documentary requirements listed in 6.2. Only those applications with complete submissions shall be considered. Applications submitted beyond the deadline will not be accepted. Furthermore, the DOE reserves the right to accept or reject nominations based on criteria set for a category.

All applications must be submitted through email at [nreb.techsec@doe.gov.ph](mailto:nreb.techsec@doe.gov.ph) with the following information:

**Subject:** DOE Sustainable Energy Awards 2024:  
Nomination for Category <No. of Category> -  
<Applicant Name>

*Example:* DOE Sustainable Energy Awards 2024:  
Nomination for Category 3 - Taguig City

Address the email to: **Director Marissa P. Cerezo**  
Renewable Energy Management Bureau  
Department of Energy

Upon submission, all documents are deemed final. Applicants can no longer edit or replace their submitted documents. Applicants are prohibited from directly communicating with the DOE Sustainable Energy Awards Validation Team and Selection Committee during the review and evaluation period of the submission.

### 6.2. Application Requirements

Applicants shall submit all the requirements listed below:

1. Nomination Letter
2. Application Form ([Appendix A](#))
3. Duly executed Terms and Conditions ([Appendix B](#))
4. Application Checklist ([Appendix C](#))

All submission must be typewritten in single spacing, Arial 11 point font, 1 inch (2.54 cm) margin from all sides, and in A4 size paper. Submission exceeding 20 pages will be automatically disqualified (excluding the nomination letter, the executed Terms and Conditions, and supporting documents / attachments).

### 6.3. Evaluation and Validation

- Sustainable Energy Awards Validation Team (SEAVT) shall review the nominations and their supporting documents through desk evaluation and/or field validation, if necessary, based on criteria set hereof.
- Sustainable Energy Awards Selection Committee (SEASC) shall review and deliberate on the desk evaluation/field validation results. The deliberation results and list of awardees will be endorsed to the Secretary for approval.

- Nominees whose endorsement for award was approved by the Secretary shall be conferred the Sustainable Energy Awards.

## 7. Timeline

Activity	Schedule
1. Announcement and posting of the Call for Nominations	28 October
2. Submission Period	28 October – 15 November (15 Working Days)
3. Review and Evaluation	18 November
4. Final Deliberation	21 November
5. DOE Secretary Approval	28 November
6. Awarding Ceremony	05 December

## 8. Awarding Ceremony

The date of the awarding shall coincide with the celebration of the National Energy Consciousness Month (NECM).

## 9. Prizes

Each awardee shall receive a certificate of award, a plaque or a trophy, and a token prize.

## 10. Confidentiality

All submitted information and data shall be treated with utmost confidentiality and can only be used by the DOE for monitoring, planning, policy development, and other official use. No information and data shall be used for profit in any form.

## 11. Finality of Decision

The decision of the SEASC regarding the selection of awardees and recipients of recognitions shall be final and irrevocable, and non-appealable, except to the Secretary.

## 12. Sanctions for Submission of False Information

Any nominator which, upon due investigation/validation, is determined to have submitted nominations containing false or misleading information shall be proceeded against in accordance with applicable laws, rules and regulations, and may result in disqualification of the nominee from this Award should such nominee's collusion therein be duly established. Furthermore, the actions of the nominator and/or the nominee, and the latter's subsequent disqualification shall be publicly disclosed in order to maintain the integrity of the awards program and uphold transparency.

**APPENDIX A****APPLICATION FORM****A. Category**

Please check the box for the category you are applying for.

<b>Category</b>	<input type="checkbox"/> <b>RE Projects in On-Grid Areas</b>
	<input type="checkbox"/> <b>Private Institutions</b>
	<input type="checkbox"/> <b>Local Government Units</b>

**B. General Contact Information**

Applicant General Information	
<b>Name of the Company / LGU</b>	
<b>Name of Official Representative</b>	
<b>Designation</b>	
<b>Office Address</b>	
<b>Telephone</b>	
<b>Mobile Phone</b>	
<b>Email Address</b>	
<b>Website</b>	

Name of RE Project <i>(For Category 1)</i>	
<b>Name of Project</b>	
<b>Installed Capacity</b>	
<b>Location of Project</b>	

## C. Environmental Impact

### C.1 Avoided Greenhouse Gas (GHG) Emissions

*Provide quantitative data on the avoided GHG emissions. Show simple calculations and specific parameters.*

### C.2 Impact to the Ecosystem

*Elaborate the positive and sustainable impact of the RE project/LGU/Institutions to the local ecosystem.*

### C.3 Waste Management

*Provide a comprehensive waste management strategy (For Category 1 Applicants)*

## D. Social Impact

### D.1 Community awareness, participation, and acceptance

*Provide showcasing a high level of community awareness, acceptance, and support to the RE Project (For Category 1 Applicants)*

### D.2. Social Responsibility Program

*Provide impactful RE related programs that demonstrate high commitment to social responsibility. Articulate and highlight tangible benefits to local community, emphasizing inclusivity and community engagement.*

## E. Economic Impact

### E.1 Reduced Energy Cost

*Provide information showcasing the reduction of energy cost through RE utilization. Present average monthly and annual energy savings and enumerate its positive economic impact to the institution/LGU or the community.*

**E.2 Jobs created**

*Provide data and expound on the number of jobs created through the RE project and/or other RE related activities or initiatives. Provide discussions on how it provides opportunities and affects the economic growth of the local community*

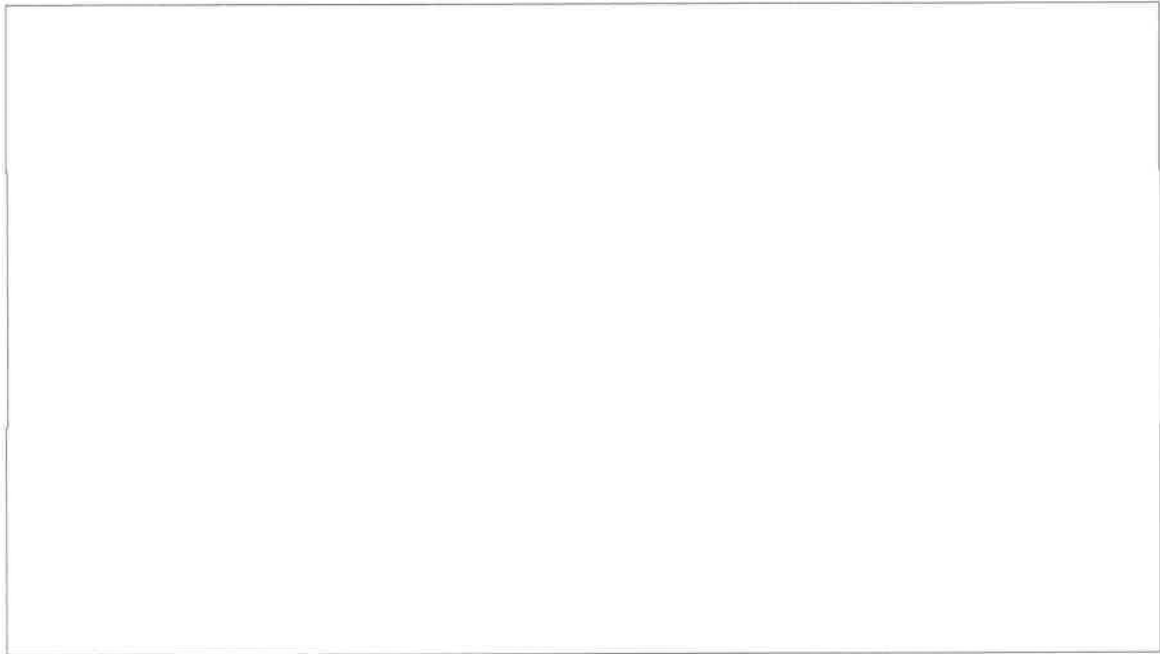
**E.3 Installed and operating RE Power Projects within the LGU's jurisdiction**

*Enumerate and provide discussion on RE power projects hosted by the LGU. Present data, such as but not limited to, the installed capacity, date of commercial operation, and energy generated. Expound on the relationship and collaboration activities of the RE project developers and the LGU (For Category 3)*

**F. Institutional Sustainability**

**F.1 RE Plans, Programs, and Policies**

*Showcase a comprehensive discussion on the institution's targets and strategies supporting the development and use of RE, aligning to the local, national, and international commitments and objectives. Expound on the execution of these strategies.*



**G. Technical, Economic, and Market Consideration** *(For Category 1 applicants)*

**G.1 Technical Design and Performance**

*Present detailed technical specifications to showcase the project's high performance and standardize technical design. Establish the project's effectiveness by presenting a clear and accurate data comparing rated capacity and actual performance.*

**G.2 Investment Indicator and Financial Scheme**

*Able to showcase the economic viability and efficiency of the project through comprehensive financial metrics, such as investment cost, ROI, Payback period, and effectiveness ratio (cost/MW). In addition, applicant must be able to provide a comprehensive description of the project's financial scheme to show long-term viability and sustainability*

### G.3 Life of Project

*Provide a realistic projection of its lifespan and have a well-thought-out plan for the project longevity & sustainability*

## H. Operations and Maintenance Scheme *(For Category 1 applicants)*

### H.1 Operation Hours

*Specify and showcase the project's operational excellence through its operation hours, as well as highlighting its optimization strategies to maximize efficiency*

### H.2 Maintenance Scheme

*Provide a clear maintenance plan, detailing on the preventive and corrective measures to ensure consistent performance. This also includes additional measures to address specific challenges such as trainings and after-sales services.*



### H.3 Energy Conservation and Cost Reduction System

*Showcase innovative approaches and comprehensive strategies to achieve energy conservation and cost reduction, along with the quantitative results of the energy conservation & cost reduction generated from the project*

### H.4 ISO Certified for Environment and Quality

*Demonstrate adherence to ISO standards for both environmental sustainability and product/service quality*

## I. Attachments / Supporting Documents

Provide supporting evidence such as photos, tables, and figures that will support the narrative provided in the application form.

## APPENDIX B

### TERMS & CONDITIONS

1. By applying, applicants represent and warrant the veracity and accuracy of information included in their application. The Department of Energy (DOE) Sustainable Energy Awards Selection Committee (SEASC) may, in its sole discretion, disqualify the applicant at any stage if the applicant/s has/have provided any untruthful, inaccurate, or misleading details or information in the application form.

Any nominee found to have submitted false or misleading information as part of their nomination shall be subject to disqualification from this Award. Furthermore, the applicant's actions and their subsequent disqualification shall be publicly disclosed in order to maintain the integrity of the awards program and uphold transparency.

2. The DOE will have the right to publicly post certain information about selected participants and their applications on its public areas, particularly on its websites, bulletins, reports, etc., including, but not limited to, name, photo, company profile, logo, and summary of achievement.
3. The applicants agree to allow the DOE and other experts that may be designated by the DOE to visit the applicant's office or RE project site, if necessary, and verify the authenticity of the data. However, advance notice is required to allow for necessary arrangements.

I, \_\_\_\_\_, hereby acknowledged that I have read and understood the terms and conditions and agree to be bound by the aforementioned terms and conditions on behalf of myself and/or those I represent.

**APPENDIX C****APPLICATION CHECKLIST**

To ensure that you have not forgotten anything, please check and fill the following table.

	Overall Criteria	Yes	No
1	Have you met the Eligibility Requirements?		
2	Have you properly filled in the Application form?		
3	Have you signed the attached Terms and Conditions?		
4	Have you attached copies of other supporting documents?		
5	Have you complied with the application requirements established in 6.2?		