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Republic of the Philippines
DEPARTMENT OF ENERGY

DEC 10 2008

DEPARTMENT ORDER NO. D02008-12-0009 *m*

Creating a Project Management Unit in the Department of Energy
for the Implementation and Execution of the
Philippine Energy Efficiency Project

Whereas, in 2004, the Government launched its National Energy Efficiency Conservation Program, which includes activities supporting energy efficiency standards and labeling, demand-side management, energy management, recognition programs, advisory services, and monitoring;

Whereas, the Asian Development Bank (ADB) has been working closely with the DOE in formulating a road map for the implementation of the strategy for the Philippine energy sector that will supplement in conventional energy with initiatives in energy efficiency and climate change mitigation;

Whereas, to foster these initiatives specially on energy efficiency, the DOE, with financial assistance from the ADB, has proposed to implement the Philippine Energy Efficiency Project (hereinafter "Project"), with the thrust of reducing peak load power demand through the implementation of an energy efficiency program with particular focus on efficient lighting that will in effect contribute to greenhouse gas reduction and reduced cost of energy production;

Whereas, the DOE is tasked with the overall supervision and execution of the Project and as the Implementing Agency for three subcomponents of the Project: (i) retrofit of government office buildings, (ii) testing laboratory and lamp waste recovery plant, and (iii) efficient-building initiative;

Whereas, as the Executing Agency, the DOE shall establish a project management unit (PMU) which shall have the overall responsibility for the implementation, management and operation of the Project for the DOE;

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Now, therefore, for and in consideration of the foregoing premises, the following are hereby issued:

1. Creation of the Project Management Unit. A Project Management Unit (hereinafter "PMU") is hereby established in the DOE. It shall be headed by the Project Director who shall be the Director of Energy Research and Testing Laboratory Services in the DOE. The Project Director shall have overall responsibility for the implementation of the Project and shall be provided with administrative and technical support, counterpart staff, documentation, and other services required for the task. The Project Director shall report directly to the Secretary of Energy.

2. Duties and Functions of PMU. The PMU shall have the following duties and functions:

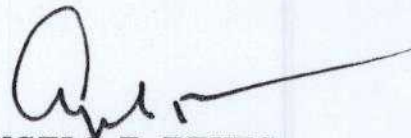
- a. Review and consolidate all accounts of all agencies included in project implementation that are maintained exclusively for project-related disbursement;
- b. Have all these accounts audited annually by the Commission on Audit or other auditors acceptable to the ADB;
- c. Prepare quarterly progress reports of the Project and its subcomponents and submit them to the ADB, through the DOE Secretary, within twenty days of the end of the applicable period in a format acceptable to the ADB.
- d. Within twelve (12) months of the Project's physical completion, prepare and submit, through the DOE Secretary, to the ADB a Project completion report in ADB's standard format, including costs and status of compliance with loan covenants;
- e. Conduct, thru the Bids and Awards Committee of the DOE, the bidding and procurement related to the Project in accordance with the Guidelines for Procurement of the ADB;
- f. Engage the services of consultants selected and hired in accordance with ADB's Guidelines on the Use of Consultants, for assistance in managing the Project, preparing detailed implementation plan as may be necessary, developing bidding documents, supporting procurement-related activities, and preparing progress reports.

3. Organization of the PMU. The PMU Project Director shall submit to the DOE Secretary for approval within fifteen (15) days from the date of issuance of this Department Order, the organizational structure of the PMU, including the term and compensation package of each personnel and staff hired.

4. Expenditures of the PMU. All expenditures of the PMU, including the salaries, allowances and/or honoraria of the personnel and staff, shall be within the appropriation and budget granted to it and approved by the Department of Budget and Management..

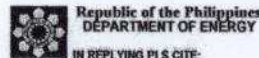
5. Effectivity. This Department Order shall take effect immediately upon signing and shall be valid until the full and complete termination or cancellation of the Project.

DONE in the City of Taguig, Metro Manila this 10th day of December, 2008.



ANGELO T. REYES

Secretary



IN REPLYING PLS CITE:
SE08-008785

