



**Energy Efficiency and Conservation
Performance Regulation and Enforcement
Division (EPRED)**

CITIZEN'S CHARTER

2023 (1st Edition)



5. Service Name: Application for Recognition of Testing Laboratory under the Philippine Energy Labeling Program (PELP)

Service Information: Online submission and processing of application for recognition of testing laboratory (RTL) under the Philippine Energy Labeling Program. DOE-RTLs will serve as support infrastructures to facilitate energy performance verification testing of energy consuming products. The use of an online platform for registration will result in faster, more accessible, and more efficient public service delivery. It will likewise serve as part of the safety measures in response to COVID-19 pandemic protocols.

Office or Division:	Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Citizen, Government-2-Business
Who may avail:	<p>Pursuant to Republic Act No. 11285, the Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) is mandated to implement the Philippine Energy Labeling Program (PELP), which aims to transform the market and encourage the shift in consumer behavior towards the use of energy efficient products and technologies by empowering them through the information displayed in the labels at points of sale.</p> <p>Through Department Circular DC2022-03-0005, “Guidelines for the Recognition of testing Laboratories for the Examination, Testing, and Verification of the Energy Efficiency of Energy-Consuming Products (ECPs) and the Fuel Efficiency of Transport Vehicles, including the Issuance of Certificate of Endorsement to the Board of Investment (BOI) for Fiscal Incentives”.</p> <p>Testing Laboratories that conduct energy performance testing of Energy Consuming Products covered under the Philippine Energy Labeling Program (PELP)</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Recognition of Testing Laboratory	PELP System Online Registration Portal
Official Receipt / Certificate of Payment	DOE-Treasury Division
Business permit	Local Government Unit
BIR Certificate of Registration	Bureau of Internal Revenue
PAB Accreditation Certificate or proof of ongoing application for PAB accreditation	Department of Trade and Industry – Philippine Accreditation Bureau

Annex 1

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant submits application documents.	1.1 DOE-EPRED shall receive and acknowledge the receipt of application.	None	1 Working Day	Sr. SRS, SRS II, SRS I
	1.2 DOE-EPRED shall determine the completeness of the application documents.		1 Working Day	
	1.2.1 If submitted documents are incomplete, the DOE-EPRED shall notify applicant of the required document and/or data.			
	1.2.2. If the evaluated documents are complete, DOE-EPRED shall inform the applicant to proceed with the payment.			
2. Applicant shall pay the application fee corresponding to the amount indicated in the Order of Payment (OoP) to the DOE – Treasury or by other means of payment such as bank deposit or online payment at DOE Trust Account and provide confirmation receipt to DOE-EPRED by sending photocopy /electronic copy of the official receipt.	2.1 DOE-EPRED shall validate the payment through the DOE Treasury Division	Php 20,000.00	1 Working Day	Sr. SRS, SRS II, SRS I
	2.2 DOE-EPRED shall schedule the on-site assessment of the testing laboratory.			

Annex 1

<p>3. Applicant shall provide access of the testing facility to the DOE-RTL Assessment Team</p>	<p>3.1 DOE-RTL Assessment Team validate and evaluate the documentary requirements submitted and inspects the equipment, and testing facilities, competency of the manpower involved in testing in accordance with the prescribed standards.</p> <p>3.2 DOE-EPRED shall prepare an Assessment Report</p> <p>3.2.1 If the applicant failed to meet the requirements/ standards, DOE-EPRED informs the applicant of the deficiency or non-conformity for appropriate corrective action.</p> <p>3.2.2 If assessed as compliant, the DOE-EPRED shall provide a recommendation for recognition.</p>	<p>None</p>	<p>15 Working days</p>	<p>DOE-RTL Assessment Team composed of EPRED Staff (Chief SRS, /assigned OICs, Supv. SRS, Sr. SRS, SRS II, SRS I, and Laboratory Technical Experts</p>
	<p>3.3 DOE-EPRED shall endorse the recommendation to the EUMB Director.</p> <p>3.4 EUMB Director issues the Certificate of Recognition or disapproves the application based on the findings and recommendation from the DOE-RTL Assessment Team.</p> <p>3.3 DOE-EPRED notifies the applicant of the results / status of the application.</p>		<p>2 Working days</p>	<p>Chief SRS, Supv. SRS, *Officer-In-Charge</p> <p>EUMB Director</p> <p>Sr. SRS, SRS II, SRS I</p>
<p>Total Number of Days</p>			<p>20 Working days</p>	



FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Accomplish the Feedback Form and send through email (eumb.epred@doe.gov.ph) and/or PELP Portal internal chat system (ongoing development)
How feedbacks are processed	Consolidated feedback is analyzed, and statistical reports and evaluations are prepared
How to file a complaint	Complaints may be sent through email (eumb.epred@doe.gov.ph) and/or PELP Portal internal chat system (ongoing development)
How complaints are processed	Complaints will be validated and evaluated by the EUMB-EPRED Staff for appropriate action.
Contact Information of CCB, PCC, ARTA	<p>Contact Center ng Bayan (CCB) SMS: 0908-881-6565 Phone: 1-6565 EMAIL: email@contactcenterngbayan.gov.ph</p> <p>Presidential Complaint Center (PCC) Tel nos. +63(2)-8736-8645 +63(2)-8736-8603 +63(2)-8736-8629 +63(2)-8736-8621</p> <ol style="list-style-type: none"> 1. Via email – thru email address: pcc@malacanang.gov.ph 2. Via postal service – thru PCC official address at Bahay Ugnayan, J.P. Laurel Street Malacañang, Manila 3. Via facsimile thru Telefax No. +63(2)-87368621 <p>Anti-Red Tape Act (ARTA) info@arta.gov.ph complaints@arta.gov.ph Tel no. 8478-5091 8478-5099</p>








LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
Records Management Division	DOE, Energy Center, Rizal Drive BGC, Taguig City	8479 2900 local 203
Energy Utilization Management Bureau Office of the Director (EUMB – OD)	3 rd Floor DOE Main Building, Energy Center, Rizal Drive, BGC, Taguig City	8479 2900 local 220 Telefax - 8840 2289
Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)	3 rd Floor DOE Main Building, Energy Center, Rizal Drive, BGC, Taguig City	8479 2900 local 272 / 277

APPLICATION FOR RECOGNITION OF TESTING LABORATORY UNDER THE PHILIPPINE ENERGY LABELING PROGRAM (PELP)

RESPONSIBLE PERSONNEL / UNIT	PROCEDURES	NORMAL PROCESSING TIME	CONTACT NUMBERS	LOCATION OF OFFICE
<p>Applicant</p> <p>Applicant</p> <p>Sr. SRS, SRS II, SRS I, EPRED</p> <p>Chief SRS/ Supv. SRS/ *Officer-In-Charge, Sr.</p> <p>SRS, SRS II, SRS I, EPRED</p> <p>Applicant</p>	<pre> graph TD A[Submission of Required Documents] --> B[Receipt of Documents] B --> C[Determination of completeness of Application Documents] C --> D{Complete?} D -- No --> A D -- Yes --> E[Payment of Application Fee] E --> F[Scheduling of on-site Assessment] F --> G[On-site Assessment (on the scheduled date)] G --> H[Preparation of Assessment Report] H --> I{Compliant?} I -- No --> J[Provision of Declaration of Deficiencies or Non-Conformities] J --> K[Corrective measures of Deficiencies or Non-Conformities] K --> F I -- Yes --> L[Endorsement of Recommended Action to the EUMB Director] L --> M[Issuance of Certificate of Recognition or Disapproval of Application] </pre>	<p>1 day</p> <p>1 day</p> <p>1 day</p> <p>1 day</p> <p>15 days</p> <p>2 days</p>	<p>Tel Number: 8479 2900</p> <p>Local 272 / 277</p>	<p>3rd Floor DOE Main Building, Energy Center, Rizal Drive, BGC, Taguig City</p>

<u>LEGEND</u>	<u>LIST OF REQUIREMENTS</u>	<u>CHARGES & FEES</u>	<u>LEGAL BASIS</u>	<u>RECOGNITION OF TESTING LABORATORIES</u>
<p> Applicant</p> <p> DOE</p> <p> Flow</p> <p> Decision Box</p> <p> Duration Beyond DOE Control</p> <p>* In the absence of the Chief SRS, the OIC is designated.</p>	<ol style="list-style-type: none"> 1. Issued Order of Payment 2. Official Receipt of Payment 3. Duly accomplished application form 4. Business permit 5. BIR Certificate of Registration 6. Affidavit of Undertaking to Abide by the terms and conditions for the recognition of testing laboratory 7. Letter of Authorization of representative 8. Location map 9. Organizational Chart 10. List of personnel and competencies 11. List of equipment, manuals of procedures and reference materials 12. PAB Accreditation Certificate or proof of ongoing application for PAB accreditation 	<p>Php 20,000.00</p>	<p>Department Circular No. 2022-03-0005 dated 10 March 2022</p>	<p>20 Days</p>

Process Flowchart for the Application for Recognition of Testing Laboratory under the Philippine Energy Labeling Program (PELP)

