



CLARIFICATION FOR THE SUBMISSION UNDER MEMORANDUM CIRCULAR NO. MC2020-05-0001 FOR THE COMPLIANCE DUE 15 APRIL 2022

Pursuant to IV of MC2020-05-0001, the Energy Utilization Management Bureau (EUMB) hereby clarifies that the submission of all Designated Establishments (DEs) due on 15 April 2022 will be accepted until 15 May 2022 without risk of administrative penalty in recognition that 15 April 2022 is a public holiday. The additional period will allow DEs ample time to prepare their respective submissions.

Moreover, the following are clarifications on the obligation requirements under III of MC2020-05-0001:

- 1. Energy Consumption Reports Submission.** All DEs are required to submit the following annual energy consumption reports through the identified online platform of the DOE:
 - EEC Form 3 – Annual Energy Efficiency and Conservation Report (AEECR); and
 - EEC Form 4 – Annual Energy Utilization Report (AEUR)
- 2. Energy Management Systems (EnMS).** All DEs are required to integrate EnMS in their reportorial requirement submission. Such integration can be made through the demonstration of EnMS concepts, principles, and practices into business operations. EnMS Certification is highly encouraged.
- 3. Energy Conservation Officers (ECO) and Energy Managers (EM) Registration.** Pending the issuance of the certification guidelines for ECO and EM, the ECO and EM registration shall proceed as a requirement under Department Circular (DC) No. DC2021-01-0001.
- 4. ECO and EM Duality.** Registered ECO and EM can be at the same time an employee or a third-party service provider such as an Energy Service Company (ESCO). The registered ECO, EM, and third-party service provider (ESCOs) may also serve multiple DEs and DEs with multiple location/facilities under an enterprise submission.
- 5. Calendar Year (CY) Accounting Period.** In the preparation of EEC Form Nos. 3 and 4, the calendar year (January to December) shall be used.
- 6. Enterprise Submission of DEs.** Submission as an enterprise is allowed for DEs with multiple locations/facilities. However, the submission should be detailed and disaggregated for each DE location/facility.



7. **First Time Submission Requirements for DEs for CY 2021.** DEs who will comply for the first time shall submit their: 1) EEC Forms No. 3 and 4 for CY 2021; and 2) five (5) years (CY 2016 to CY 2020) of backtracking of energy consumption data, when available.
8. **DEs with Previous Compliance.** DEs with previous compliance and/or submission shall only submit their EEC Forms No. 3 and 4 for CY 2021.
9. **Mandatory Online Submission.** All submissions shall be made through <https://de.doe.gov.ph>. Submissions made through other means (e-mail, fax, and/or printouts) will not be deemed as compliance unless allowed by the EUMB due to technical considerations on the platform.
10. **Energy Audit of Type 1 and Type 2 DEs.** For purposes of Energy Audit, Type 1 and Type 2 DEs will be required to submit an Energy Audit Report at least once every three (3) years. Notwithstanding the issuance of Department Circular No. DC2022-03-0006 or the Adoption of Training regulation Certification Process for Energy Auditors (EAs), energy audits conducted by Registered or Certified ESCOs remain valid for the purposes of compliance with this requirement.
11. **Extension of Energy Audit Report Submission.** With due consideration to Department Circular No. DC2022-03-0006 or Adoption of Training regulation Certification Process for EA, the deadline for the submission of Energy Audit Report is extended until 31 December 2022.

All clarifications or requests for assistance in the preparation of the reports may be coursed through cit@doe.gov.ph and doe.epmpd@gmail.com and telephone numbers: (02) 8840-2289 and (02) 88402243.

We look forward to your compliance in our collective pursuit of energy efficiency and conservation in the country. Thank you.


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Director IV