



Republic of the Philippines

DEPARTMENT OF ENERGY

DEPARTMENT CIRCULAR NO. DC2021 _____

ADOPTION OF TRAINING REGULATIONS AND PRESCRIBING CERTIFICATION PROCESS OF INDIVIDUAL ENERGY AUDITORS (EA)

WHEREAS, Section 2 of Republic Act No. (RA) 7638 or the “Department of Energy (DOE) Act of 1992” states that it is the policy of the State to ensure a continuous, adequate, reliable, and economic supply of energy through, among others, judicious conservation, renewal, and efficient utilization of energy, to keep pace with the country’s growth and economic development;

WHEREAS, Section 3 of the RA No. 11285 or the “Energy Efficiency and Conservation Act” (EEC Act) provides for the establishment of a framework for introducing and institutionalizing fundamental policies on energy efficiency and conservation, including the promotion of efficient and judicious utilization of energy, increase in the utilization of energy efficiency and renewable energy technologies, and the delineation of responsibilities among various government agencies and private entities;

WHEREAS, Section 5 of EEC Act directs the DOE to initiate and maintain collaborative efforts with the business sector, particularly the commercial, industrial, transport, (CIT) and power sectors, to ensure compliance with the EEC Act and broaden and enhance their efficient and judicious utilization of energy;

WHEREAS, Section 54 of Department Circular (DC) No. DC2019-11-0014 or the “Implementing Rules and Regulations of EEC Act” (EEC-IRR) states that DOE shall develop guidelines for certification of energy auditors with the consultation of TESDA and relevant stakeholders;

WHEREAS, DC No. DC2021-01-0001 prescribes the Guidelines on the Assessment, Registration, and Certification of Energy Conservation Officers, Energy Managers, and Energy Auditors covering Designated Establishments under Memorandum Circular No. MC2020-05-0001;

WHEREAS, the DOE together with Technical Education and Skills Development Authority (TESDA), Department of Science and Technology - Industrial Technology Development Institute (DOST-ISTD), Energy Efficiency Practitioners Association of the Philippines (ENPAP 4.0), Meralco Power Academy (MPA), Philippine Institute of Energy Management Professionals, Inc. (PIEMPI), and Philippine Energy Efficiency Alliance (PE2), established a Technical Working Group (TWG) for the development of the training regulation;

WHEREAS, the adoption of the Training Regulations for Energy Auditor will lead to energy efficiency;

NOW, THEREFORE, for and in consideration of the foregoing premises and according to its mandate under the EEC Act and its implementing rules and regulations, the DOE hereby orders the following:

Section 1. Title. This Department Circular shall be known as the “Energy Auditor Certification Process.”

Section 2. General Principles. This Department Circular is governed by the following principles:

- a. All Energy Audits must be conducted by an authorized Energy Auditor;
- b. All Energy Audits must be conducted with truthfulness, independence, and objectivity; and
- c. Audit Reports shall have assessment accompanied by audit evidence, identified and acceptable energy efficiency programs for continual improvement, and conclusion.

Section 3. Scope. This Department Circular shall cover the following:

- a. Training Regulations (TR) for the Certification of Energy Auditor;
- b. Recognition requirements and processes of qualified Training Institutions to implement the developed TR; and
- c. Guidelines on the assessment, registration, and certification of CEA to the DOE

Section 4. Definition of Terms. As used in this Department Circular, the following terms shall be understood to mean:

- a. "Recognized Training Institutions (RTI)" refers to accredited entities who complied with the requirements identified by the DOE in this Department Circular. RTI is the only entity eligible to conduct prescribed training for CEA.
- b. "Candidate" refers to a person or an entity applying as a Certified Energy Auditor.
- c. "Certified Energy Auditor" refers to as defined and classified under Section 5.1 Rule 5 of this Department Circular.
- d. "Training Regulations (TR)" refers to the promulgated document that serves as the basis for which the competency-based curriculum and instructional materials and competency assessment tools are developed.

Section 5. Conduct of Energy Audit. Energy Audit shall be conducted by a trained and Certified Energy Auditors of DOE and shall be carried out to the following:

- a. Designated Establishments during their first year of report submission and every three (3) years, thereafter. This is in strict compliance to Section 66(g) of the Department Circular No. DC2019-11-0014 or the EEC Act-IRR and the issued DOE Memorandum Circular No. MC2020-05-0001 and its subsequent issuances;
- b. Energy Efficiency Projects applying for endorsement Fiscal Incentives with the DOE;
- c. All Energy Audit Reports shall be submitted to DOE alongside with the other requirements based on the applicable provisions under MC2020-05-0001, DC2021-05-0011, and subsequent issuances under the EECT Act and its IRR. Energy Auditors shall provide independent evaluation of the audited facility/entity and communicate their findings and recommendations.

Section 6. Certified Energy Auditors. The Energy Auditors shall be classified as follows:

- a. **Individual Energy Auditor** refers to an individual with experience and knowledge on using / operating energy audit equipment for the conduct of all levels of energy

audit. This may refer to a company's hired / appointed energy auditor, and/or private independent consultant; and

- b. **Recognized Energy Auditor** refers to the following:
 - i. Energy Auditors who are already certified by a third-party certification body prior to the effectivity of this Department Circular. These Energy Auditors shall be subjected to further technical evaluation of DOE and shall comply with the requirements for certification under this Department Circular.
 - ii. Energy Audit Team of the DOE - Energy Utilization Management Bureau (DOE-EUMB) or its duly authorized/deputized representative(s) from another government agencies or from a private energy service provider who shall conduct unannounced inspection of any Government Entity (GE) or government facility for the purpose of checking, monitoring, and evaluating the energy consumption, among others, and to verify the energy conservation and efficiency programs as provided by the IAEECC Resolution No. 1, s. 2020 and subsequent resolutions.

Section 7. Responsibilities of Energy Auditors. The responsibilities of the Energy Auditors shall be based on the following:

- a. Conduct energy audits to determine ways to optimize energy performance of the Designated Establishments;
- b. Provide technical report to CECO and CEM; and
- c. Such other responsibilities under the EEC Act, EEC-IRR and this Department Circular.

Section 8. Professional Competency of Energy Auditor. The Training Regulations (*Annex A*) for CEA, developed by the DOE and its partner stakeholders, shall institutionalize the guidelines, qualifications, certification process, training content, and training requirement for the awarding of Certificate to qualified Energy Auditor.

Section 9. Continuing Professional Development (CPD). Recognizing the continuous advancements in the energy efficiency and conservation, and renewable energy technologies, systems and practices, the EUMB shall support the process of adopting Continuing Professional Development (CPD) later for Energy Auditors: *Provided that*, any CPD will be properly coordinated with the involved government agencies such as the Professional Regulatory Commission in consonance with Republic Act No. 10912.

Section 10. Registration for Individual Auditors. Upon completion of the prescribed TR, the Candidate shall submit the following documents to the DOE for Certification:

- a. Duly accomplished CEA Application Form (*Annex B*);
- b. Certified True Copy of PRC License (*if applicable*);
- c. Proof of Experience (Certificate of Project Completion, Endorsement Letters, or any document that will support the claim on the proof of experience);
- d. For graduates of K-12 Academic Track of Science, Technology, Engineering and Mathematics (STEM), Transcript of Records and / or Diploma; and
- e. Proof of payment for the Application Fee for Certification of One Thousand Pesos (₱1,000.00)

The Certification shall be valid for three (3) years. After which, recertification will be processed after the CEA completes training from ATI that can be accumulated within three years. The recertification will be valid for the next three (3) years and continuing qualifications shall still be based with the TR of the DOE.

Section 11. Recognition of Training Institutions (RTI). The DOE shall recognize and certify Training Institutions based on the following requirements:

- 6.1 Duly Accomplished Training Institution Application Form (Annex C);
- 6.2 Certified True Copies of Documents on Corporate Personality;
- 6.3 Corporate Ownership/Management which includes list of names of officers, personnel, and their position (Annex D);
- 6.4 Proof of ownership/lease of an actual training facility/building;
- 6.5 List of equipment / machineries and other instructional materials;
- 6.6 Certified True Copy of Business Registration;
- 6.7 Certified True Copy of Business Permits;
- 6.8 List of Lecturers / Instructors with CVs;
- 6.9 List of trainings provided;
- 6.10 Training Plan for CEM with corresponding number of days and fees;
- 6.11 Proof of payment for the Application Fee for Accreditation of Ten Thousand \geq Pesos (₱ 10,000.00)

Recognition of the training Institutions shall be valid for three (3) years. Application for registration shall undergo the procedure stated in Annex E. The evaluation of application shall be conducted through desk evaluation and / or visit, if necessary, to verify the veracity and existence of listed requirements.

The following shall be the responsibilities of the ATI:

- a. Ensure compliance to the Training Regulations of DOE;
- b. Assess the qualifications and eligibility of training applicants. RTI should ensure that all training graduates are qualified for certification;
- c. Observe quality, fairness, and professionalism in the conduct of training and examination;
- d. Provide affordable training fees to all Candidate;
- e. Submit annual report, including graduates, to the DOE on or before 01 April based on the prescribed template in Annex F; and
- f. Comply with all the requirements under the EEC Act, its IRR, this Department Circular, and all other policies governing the Training and Development of Professionals in the Philippines.

Section 12. Energy Auditor Registry. The DOE shall develop and manage a centralized database that will provide the list of all Accredited Training Institutions and recognized Certified Energy Auditors. Only those RTI that are in the list will be allowed to conduct trainings to Candidates. Likewise, only Registered CEA to the DOE will be recommended to DEs as experts for energy audit together with Energy Service Companies (ESCOs).

Section 13. Information, Education and Communication. Pursuant to Section 85 of the EEC IRR, the EUMB shall develop and undertake a national awareness and advocacy program covering energy efficiency and conservation and pursue partnership with relevant stakeholders for the appreciation of this Department Circular.

Section 14. Outstanding Certified Energy Auditor. Pursuant to Department Order No. DO2021-09-0014, the DOE shall recognize outstanding CEA who are responsible for the successful reduction in energy consumption of the entity they are managing.

Section 15.1. Monitoring and Evaluation. The DOE will conduct annual monitoring and evaluation of ATI and CEA to ensure continuous quality of the Certification and Accreditation procedure and to ensure that all needs are being addressed.

Section 15.2. Quality Assurance Review. The DOE shall periodically review, update, and issue necessary rules relative to the development and adoption of Training Regulations for CEA every three (3) years from the date of issuance, or earlier as the need arises.

Section 16. Visitorial Powers. The DOE shall be eligible to conduct spot checks and unscheduled visit to ATI during office hours. The DOE may also opt to conduct audits and evaluation procedures during the visit.

Section 17. Transitory Provision. Upon effectivity of this Department Circular, all Training Institutions and Energy Auditors will be given one (1) year to apply for accreditation to the DOE. Failure to comply with the accreditation requirements of the DOE will result in non-recognition of DOE to the institution.

Section 18. Prohibited Acts and Penalties. The EA and ATI shall be subjected to the penalties under Section 19 of this Department Circular for violation of the following:

- a. Failure of ATI to comply with the responsibilities;
- b. Failure of EA to comply with the responsibilities;
- c. ATI who conducts trainings and/or similar seminars related to the DOE Training Regulations without accreditation;
- d. Failing to provide accurate information or the provision of false or misleading information as required by this Department Circular; and
- e. Failure to comply with issued orders of the DOE in discharge of its enforcement powers.

The DOE is empowered to impose fines and penalties for any violation of the prohibited acts enumerated under Section 18.1 of this Department Circular. The schedule of fines and penalties is attached as Annex G of this Department Circular.

After due process, the revocation of the certification may likewise be accompanied by the blacklisting of the EA and/or ATI

Section 19. Amendment Clause. The DOE may revise, supplement, and issue related guidelines, circulars, and other subsidiary issuance as it deems necessary for the effective implementation of the various provisions of this Department Circular.

Section 20. Repealing Clause. The provisions of other circulars, orders, issuances, rules, and regulations, which are inconsistent with the provisions of this Department Circular are hereby repealed, amended, modified, or superseded accordingly.

Section 21. Separability Clause. If for any reason, any section or provision of this Department Circular is declared unconstitutional or invalid, such parts not affected shall remain in full force and effect.

Section 22. Effectivity. This Department Circular shall take effect fifteen (15) days following its publication in at least two (2) newspapers of general circulation. A copy of this Department Circular shall be filed with the University of the Philippines Law Center - Office of the National Administrative Register.

Issued at Energy Center, Bonifacio Global City, Taguig City.

ALFONSO G. CUSI
Secretary