



Republic of the Philippines

DEPARTMENT OF ENERGY

DEPARTMENT CIRCULAR NO. DC2021 _____

ENERGY AUDIT CERTIFICATION GUIDELINES FOR FIRM, PARTNERSHIP, AND CORPORATION (FPC)

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 Republic Act 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 Audit Certification Guidelines for FPC.”

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

- a. All Energy Audits must be conducted by an authorized and/or recognized 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 assessment, registration, and certification of qualified Firm, Partnership, and Corporation (FPC).

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

- a. "Certified Energy Auditor" refers to as defined and classified under Section 6 of this Department Circular.
- b. "Firm/Partnership/Corporation (FPC)" refers to a judicial entity engaged in engineering and consultancy services that has a pool of Energy Auditors and conducts energy audits as one of their services.

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 on 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 GE or government facility for the purpose of checking, monitoring, and evaluating the energy consumption, among others, 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. Registration Requirements for Firm/Partnership/Corporation (FPC). Applying FPC shall submit the following documents to the DOE for Accreditation:

- a. Duly accomplished FPC Application Form (*Annex A*);
- b. Certified True Copies of the Documents on Corporate Personality;
 - b.1 For sole proprietorship entity, the following documents are required:
 - i. Business registration
 - ii. Business permits
 - b. For corporate, partnership, subsidiary, and joint venture entities the following documents are required:
 - i. Business registration
 - ii. Business permits
 - iii. SEC registration
 - iv. Articles of incorporation
- c. Company Profile/Background (*Annex B*);
- d. Company Ownership/management which includes list of names of officers, personnel, and their position in the company including energy auditors, and the organizational structure (*Annex C*);
- e. Profile of Energy Auditors (*20% of the total manpower*) (*Annex D*);
- f. Certified True Copy of PRC License for each Energy Auditors (*if applicable*);
- g. List of Energy Audit equipment and other similar testing instruments including the date of its calibration (*Annex E*);
- h. Proof of payment for the Application Fee for Accreditation of _____ Pesos (₱??, ????.00)

All documents shall be submitted to the identified platform of DOE. Application for the Certification shall follow the procedure indicated in Annex F.

Recertification of FPC Auditor shall require the submission of the list of Energy Audits undertaken in the last three (3) years (*Annex G*) and audited financial statement in the last two (2) years. Certificate of Training Completion for each Energy Auditor shall be issued by the Recognized Training Institution. Reaccreditation fee shall be Ten Thousand Pesos (₱10,000.00)

Section 9. 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 ATI 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 10. 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 11. Monitoring and Evaluation. The DOE will conduct annual monitoring and evaluation of CEA to ensure continuous quality of the Certification and Accreditation procedure and to ensure that all needs are being addressed.

Section 12. 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 13. Visitorial Powers. The DOE shall be eligible to conduct spot checks and unscheduled visit to FPC during office hours. The DOE may also opt to conduct audits and evaluation procedures during the visit.

Section 14. Transitory Provision. Upon effectivity of this Department Circular, all 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 15. Prohibited Acts and Penalties. The CEA shall be subjected to the penalties of this Department Circular for violation of the following:

- a. Failure of FPC to comply with their responsibilities;
- b. Failing to provide accurate information or the provision of false or misleading information as required by this Department Circular; and
- c. 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 16 of this Department Circular. The schedule of fines and penalties is attached as Annex H of this Department Circular.

After due process, the revocation of the certification may likewise be accompanied by the blacklisting of the EA.

Section 16. 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 17. 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 18. 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 19. 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