



Republic of the Philippines

DEPARTMENT OF ENERGY

DEPARTMENT CIRCULAR NO. DC2021-__ - _____

ADOPTION OF TRAINING REGULATIONS AND PRESCRIBING CERTIFICATION PROCESS OF ENERGY MANAGERS (EM)

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 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 49 of Department Circular No. DC2019-11-0014 or the “Implementing Rules and Regulations of EEC Act” (EEC-IRR) provides for the establishment of system for the assessment and certification of energy conservation officers and energy managers by relevant agencies towards raising the professional standards of those engaged in energy management;

WHEREAS, Section 51 of the EEC-IRR states that Certified Energy Managers (CEM) must pass the certification examination and assessment for the development of the DOE in consultation with the relevant government and industry stakeholders. Furthermore, as a continuing qualification, the CEM must undergo energy efficiency and conservation seminars conducted by the doe or any third-party institution duly approved by the DOE;

WHEREAS, Sections 63 and 66 of the EEC–IRR classifies Designated Establishments based on their respective energy consumption and provide for the obligations to conduct an energy audit, employ CECO and CEM, among others;

WHEREAS, Memorandum Circular No. MC2020-05-0001 directs all Designated Establishments to employ a CEM for entities with an Annual Energy Consumption of more than 4,000,000 kWhE;

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, Department Circular 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 the Department of Science and Technology – Industrial Technology Development Institute (DOST-ITDI), Commission on Higher Education (CHED),

Technical Education and Skills Development Authority (TESDA), 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, CEM refers to a professional who is a graduate of a four-year (4) year course, obtains certification as a CEM from a training institution and registered to DOE through Energy Utilization Management Bureau (EUMB). A CEM demonstrate high levels of experience, competence, proficiency, and ethical fitness in the energy management profession, and shall be chosen by Type 2 designated establishment to plan, lead, manage, coordinate, monitor, and evaluate the implementation of sustainable energy management within their organization;

WHEREAS, Type 2 Designated Establishment” refers to energy intensive entities with an Annual Energy Consumption of more than 4,000,000 kWhE of combined fuel and electricity, and/or as updated by the Department of Energy;

WHEREAS, the DOE conducted public consultations attended by various stakeholders on _____;and

WHEREAS, the prescribing of the Training Regulations (TR) for Energy Manager will lead to the adoption of energy efficiency in the energy sector, particularly in Type II Designated Establishments.

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

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

Section 2. Scope and Coverage. This Department Circular shall prescribe the following:

- 2.1 TR for the CEM;
- 2.2 Recognition of Training Institutions to implement the TR; and
- 2.3 Guidelines on the assessment, registration, and certification and recertification of CEM.

Section 3. Definition of Terms. As used in this Department Circular, the following terms shall be understood to mean:

- 3.1 “Recognized Training Institutions (RTI)” refers to accredited entities who complied with the requirements identified by the DOE in this Department Circular. ATI are the only entities eligible to conduct prescribed training for CEM.
- 3.2 Candidate” refers to a person applying as a Certified Energy Manager.
- 3.3 “Training Regulation (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 4. Adoption of the Training Regulations (TR). The Training Regulations (*Annex A*) for CEM, developed by the DOE and its partner stakeholders, shall institutionalize the qualifications, certification process, training content, and training requirements for the certification of a qualified Energy Manager.

Section 5. Qualifications of CEM. The minimum qualification for the candidate must be a licensed engineer or a graduate of a 4-year course with at least 3 years continuous direct experience in the installation, maintenance, and operation of energy consuming machines in facilities of a Type II Designated Establishments.

Section 6. Recognition of Training Institutions. The DOE shall recognize and certify Training Institutions based on the following requirements:

- 6.1 Duly Accomplished Training Institution Application Form (Annex B);
- 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;
- 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 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 C. The evaluation of application shall be conducted through desk evaluation and / or visit, if necessary, to verify the veracity and existence of listed requirements.

Section 7. Responsibilities of the Recognized Training Institutions (RTI). The following shall be the responsibilities of the RTI:

- 7.1 Ensure compliance to the TR for CEM;
- 7.2 Assess the qualifications and eligibility of training applicants. ATI should ensure that all training graduates are qualified for certification;
- 7.3 Observe quality, fairness, and professionalism in the conduct of training and examination;

- 7.4 Provide affordable training fees to all Candidate;
- 7.5 Submit annual report, including graduates, to the DOE every on or before 01 April based on the prescribed template in Annex D; and
- 7.6 Comply with all the requirements under the EEC Act, EEC-IRR, this Department Circular, and all other policies governing the Training and Development of Professionals in the Philippines.

Section 8. Application for Certification of Energy Managers. The Candidate shall submit the following documents to the DOE:

- 8.1 Duly accomplished CEM Application Form (Annex E);
- 8.2 Certified True Copy of PRC License (if applicable);
- 8.3 Certified True Copy of Diploma and Transcript of Records;
- 8.4 Endorsement letter from his/her supervisor or other authorize representative of the Type 2 Designated Establishment;
- 8.5 Proof of Experience duly certified by the human resource management head or similar office;
- 8.6 Sworn statement of the applicant in discharging functions of Energy Manager (Annex F); and
- 8.7 Proof of payment for the Application Fee for Certification of One Thousand Pesos (₱1,000.00)

All documents shall be submitted to the identified platform of DOE in Annex G. Application for Certification shall follow the procedure stated in Annex H.

Section 9. Responsibilities of CEM. All registered CEM shall observe the responsibilities under the Department Circular No. DC2021-01-0001.

Section 10. Validity of Certification. The Certification shall be valid for three (3) years. After which, recertification will be processed after the CEM completes the specialized and/or refresher training from RTI. The recertification will be valid for the next three (3) years and continuing qualifications shall be based on the TR of DOE

Section 11. Transitory Provisions for Energy Managers with Existing Certifications. Energy Managers with existing certifications from international and local organizations/bodies, such as ASEAN Center for Energy, can apply for Certification and will be granted the initial Certification valid for three (3) years, provided that all items in Section 8, will be complied.

Section 12. Continuous Professional Development (CPD). Recognizing the continuous advancements in the energy efficiency and conservation, and renewable energy technologies, systems and practices, the Energy Utilization Management Bureau (EUMB) shall support the process of adopting CPD later on for Energy Managers: *Provided that*, any CPD will be properly coordinate with the involved government agencies such as the Professional Regulatory Commission in consonance with Republic Act No. 10912.

Section 13. Recognized Training Institutes and Certified Energy Managers Database. The DOE shall develop and manage a centralized database that will provide the list of all RTI and CEM. Only those RTI that are in the list will be allowed to conduct training to Candidates.

Section 14. Information, Education and Communication Activities. 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 15. Outstanding Certified Energy Manager. Pursuant to Department Order No. DO2021-09-0014, the DOE shall recognize outstanding CEM who are responsible for the successful reduction of energy consumption of the entity they are managing.

Section 16. Monitoring and Evaluation. The DOE will conduct annual monitoring and evaluation of RTI and CEM to ensure continuous quality of the Certification and Recognition procedures.

Section 17. Visitorial Powers. The DOE shall notify the Training Institution through writing two weeks before the scheduled visit.

Section 18. Transitory Provision. Upon effectivity of this Department Circular, all Training Institutions 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 19. Prohibited Acts. The CEM and RTI shall be subjected to the penalties under Section 19 of this Department Circular for violation of the following:

- 19.1 Failure of RTI to comply with the responsibilities under Section 7;
- 19.2 Failure of CEM to comply with the responsibilities under Section 9;
- 19.3 Providing training on CEM without accreditation;
- 19.4 Failing to provide accurate information or the provision of false or misleading information as required by this Department Circular; and
- 19.5 Failure to comply with issued orders of the DOE in discharge of its enforcement powers.

Section 20. Fines and Penalties. The DOE is empowered to impose fines and penalties for any violation of the prohibited acts enumerated under Section 18 of this Department Circular. The schedule of fines and penalties is attached as Annex I of this Department Circular.

After due process, the revocation of the recognition and certification may likewise be accompanied by the blacklisting of the CEM and/or RTI

Section 21. Quality Assurance Review. The DOE shall periodically review, update, and issue necessary rules relative to the development and prescribed Training Regulations for CEM every three (3) years from the date of issuance, or earlier as the need arises.

Section 22. Amendment Clause. The DOE may revise and 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 23. 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 24. 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 25. 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