



Republic of the Philippines

## DEPARTMENT OF ENERGY

DEPARTMENT CIRCULAR NO. \_\_\_\_\_

### GUIDELINES ON THE RECOGNITION OF TESTING LABORATORIES FOR THE EXAMINATION, TESTING AND VERIFICATION OF ENERGY EFFICIENCY OF ENERGY-CONSUMING PRODUCTS (ECPs) AND FUEL EFFICIENCY OF TRANSPORT VEHICLES

**WHEREAS**, Section 2 of Republic Act No. 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, judicious conservation, renewal, and efficient utilization of energy, to keep pace with the country’s growth and economic development, among others;

**WHEREAS**, Sections 4 and 5 of the DOE Act of 1992 as amended, mandates for the formulation of policies for the planning and implementation of a comprehensive program for the efficient supply and economical use of energy consistent with the approved national economic plan, and the provision for a mechanism for the integration, rationalization and coordination of the various energy programs of the Government with a preferential bias for environment-friendly, indigenous, and low-cost sources of energy;

**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 efficient and renewable energy technologies, and the delineation of responsibilities among various government agencies and private entities;

**WHEREAS**, Section 16 of the EEC Act directs the DOE to regularly select energy-consuming products and their models for examination, testing, and verification. As such, the DOE may require any manufacturer, importer, supplier, distributor, or retailer of energy-consuming products, devices, and equipment to make available, at such place as the DOE may specify, such number of products as the DOE considers to be reasonably necessary for examination and testing. Further, the DOE may procure the services of or enter into an agreement or other arrangement with a qualified supplier or entity to carry out the examination, testing of energy-consuming products and verify its energy efficiency rating;

**WHEREAS**, Section 17 of the EEC Act directs the DOE to develop fuel efficiency testing guidelines for the conduct of fuel efficiency tests to validate the information provided by vehicle manufacturers, importers, and dealers;

**WHEREAS**, Section 61 of Department Circular No. DC2019-11-0014 or the "Implementing Rules and Regulations of the EEC Act" (EEC-IRR) states that the DOE to ensure the compliance to the minimum energy performance may procure services of or enter into an agreement or other arrangement with a qualified supplier or entity to carry out the examination, testing and validation of energy-consuming products and validate the information provided by the manufacturers, importers, suppliers, distributors, or retailers; and

**WHEREAS**, the development of guidelines for the recognition of service providers in the conduct of examination, testing and verification of the energy performance of energy-consuming products and transport vehicles will lead to the compliance with the provisions of the EE&C Act, the EEC-IRR, and the Philippine Energy Labeling Program (PELP), including the validation of information, provided by the manufacturers, importers, suppliers, distributors, and retailers, as reflected in the DOE Energy Label.

**NOW, THEREFORE**, in consideration of all the foregoing premises and pursuant to its mandate under the EEC Act, its IRR, and the PELP DC, the DOE hereby issues, adopts and promulgates the following:

**Section 1. Title.** This Department Circular shall be known as the "Guidelines on the Recognition of Testing Laboratories for the Examination, Testing and Verification of Energy Efficiency of Energy Consuming Products (ECPs) and Fuel Efficiency of Transport Vehicles".

**Section 2. Scope.** This Department Circular shall apply to the recognition of testing laboratories, both public and private, engaged in conducting energy efficiency performance test and fuel efficiency and shall be independent from any manufacturer/importer engaged in business covered by energy labeling pursuant to the Section 61.d.i of the IRR of the EEC Act. The main purpose of recognition of testing laboratories is to conduct verification testing of the claimed efficiency rating of a particular ECP and the claimed fuel efficiency of a transport vehicle by a person or entity engaged in manufacturing, importing, supplying, distributing, or retailing ECPs and transport vehicles complying with the PELP.

**Section 3. Definition of Terms.** For the purpose of this Department Circular, the terms and definitions under the EEC-IRR, DC 2020-06-0015 and DC 2020-06-0016 shall be used in suppletory to the following terms and definitions:

- 3.1 "Accreditation" refers to the formal recognition by an independent body that an entity is capable of carrying out tests/ certification according to international standards. The official accreditation body in the Philippines is the Philippine Accreditation Bureau (PAB).
- 3.2 "Applicant" refers to any juridical person or entity who had submitted an application to be recognized and has control over the laboratory and shall ensure compliance with all the requirement of this Department Circular.
- 3.3 "Assessment Team" refers to representatives from DOE and technical experts/assessors duly recognized and authorized by DOE as members

who are tasked to evaluate testing laboratories for the purpose of recognition.

- 3.4 “Certificate of Recognition” refers to the certification issued by the DOE-EUMB to testing laboratories that are authorized to provide testing services for verification purposes under the PELP.
- 3.5 “Conformity” refers to the fulfillment of requirements of a standard.
- 3.6 “Inspection” refers to the evaluation of conformity by examining, testing and verifying relevant characteristics of a product.
- 3.7 “Recognition” refers to the procedure by which DOE gives formal acknowledgement, under duly established guidelines and rules, that an entity is competent to carry out tests in accordance to set standards.
- 3.8 “Testing Laboratory” refers to a laboratory which examines, tests and verifies the characteristics or performance of a product.
- 3.9 “Verification Test” refers to the test conducted on a product drawn from the market to verify the claim of a manufacturer, importer, supplier, distributor, or retailer of ECPs and transport vehicles.

**Section 4. Implementing Units.** The following DOE units and other government agencies shall have functions in the implementation of this Department Circular:

- 4.1 Energy Utilization Management Bureau or EUMB shall be responsible for the formulation, promulgation, enforcement, review and evaluation of the PELP policy and for implementing the monitoring activities and issuance of the certificate of recognition to ensure the industry players’ compliance to the program. Divisions under the EUMB shall be part of the assessment team.
- 4.2 EUMB - Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED) shall lead in the evaluation of applications for the recognition of testing laboratories for ECPs and transport vehicles.
- 4.3 Legal Services – General Legal Services Division (LS-GLSD) shall be responsible for the adjudication for violations of prohibited acts under the EEC Act, the EEC-IRR, this Department Circular and any related violation of a testing laboratory in the conduct of the energy efficiency performance test.
- 4.4 Field Offices shall provide support in the evaluation and inspection of an applicant’s testing laboratory within their respective jurisdiction.
- 4.5 Other Government Agencies may be tapped to be a part of the assessment team in the evaluation and inspection of applicant’s testing laboratory.

**Section 5. Requirements.** Applicants applying for recognition must comply with the following requirements prescribed in this section.

- 5.1 Duly accomplished application form (Appendix A) under oath by the applicant or duly authorized representative
- 5.2 Certified true copy of a valid permit to operate business issued by the local government unit
- 5.3 Certified true copy of BIR Certificate of Registration
- 5.4 Duly accomplished affidavit of undertaking to abide by the terms and conditions for the recognition of testing laboratory (Appendix B)
- 5.5 Letter of Authorization of representative for the recognition of testing laboratory (Appendix C)
- 5.6 Location map of the testing laboratory and layout of the testing laboratory, including dimensions (Appendix D)
- 5.7 Organizational chart showing the relationship between the testing laboratory and other operations of the firm, when applicable (Appendix E)
- 5.8 List of personnel involved with the operation of the testing laboratory including their job descriptions, responsibilities, qualifications and Certificate of Competency (Appendix F)
- 5.9 List of all equipment, manuals of the procedures and reference materials required for the tests and calibrations (Appendix G)
- 5.10 Certified true copy of Accreditation Certificate issued by PAB or compliance to the latest version of PNS ISO/IEC 17025, that specifies the scope of accreditation

**Section 6. Qualifications and Criteria for Evaluation of Application.** The application for recognition submitted by the applicant shall be evaluated based, among others, on the following:

- 6.1 Completeness of the submitted required documents;
- 6.2 Legitimacy of the operation of the applicant;
- 6.3 Test Methods/ Procedures used by the applicant shall be those specified in the issued or future issuance of PELP Implementing Guidelines (IG);
- 6.4 Proof of regular conduct of validation of test methods/procedures;
- 6.5 Applicant personnel/ staff are competent and qualified;

- 6.6 Proof of good standing/ condition of testing laboratory wherein tests undertaken facilitate correct performance of tests;
- 6.7 Capability of facilities and equipment to determine performance and energy efficiency of ECPs and fuel efficiency of transport vehicles as specified in the PELP IG; and,
- 6.8 Quality system aligned with the latest version of PNS ISO/IEC 17025.

**Section 7. Procedure.** The procedure for recognition shall be as follows:

- 7.1 Upon submission of application documents from the applicant, DOE shall within two (2) working days determine the completeness of the application documents. Incomplete requirements shall be returned to the applicant with corresponding assessment from the DOE.
- 7.2 Pay the application fee of Twenty Thousand Pesos (Php 20,000.00) upon determination of the completeness of the submitted application documents.
- 7.3 As part of the evaluation of application, an assessment team headed by EUMB-EPRED will schedule an on-site assessment in accordance with the review criteria set in Section 6 within fifteen (15) working days upon compliance with item 6.1 of this Department Circular.
- 7.4 The testing laboratory shall provide access for the assessment team in the conduct of their duty to inspect the equipment, facilities and operational documents of the laboratory to verify compliance by its personnel with the standards set herein.
- 7.5 During the inspection, the applicant shall be informed of any deficiency or non-conformity on the areas in which the testing laboratory failed to meet the requirements/standards and shall be recommended of its corrective measures.
- 7.6 The applicant is given thirty (30) days to perform the recommended corrective measures. Within this prescribed period, the applicant should submit corrective action report with evidence of specific corrective actions and a written request for reassessment. The Assessment Team shall conduct an additional on-site inspection, if necessary, to check whether the corrective measures have been properly undertaken.
- 7.7 A report shall be prepared by the Assessment Team headed by EUMB-EPRED and endorsed to the EUMB Director for appropriate action. The report shall contain the findings of the assessment and recommendation on recognition.
- 7.8 The EUMB Director shall either issue a Certificate of Recognition or disapprove the application based on the findings of the assessment.

Applications that are not favorably considered shall be returned and the applicant shall be notified in writing stating the reason for denial.

**Section 8. Terms and Conditions upon Recognition.** The following terms and conditions shall be observed following grant of recognition:

- 8.1 All adjusting, servicing and testing equipment shall be well-maintained. Instruments and equipment requiring calibration or adjustment shall be calibrated and adjusted regularly in accordance with the instructions of the manufacturer and the requirements of the reference standard.
- 8.2 An assessment team shall conduct an-onsite inspection at least once a year after the issuance of recognition.
- 8.3 Records of testing laboratory's activities shall be maintained and made available by the testing laboratory for inspection and reproduction upon request of the DOE-EUMB Director or authorized representatives. Records required to be maintained shall include copies of the following:
  - a. Records of test samples
  - b. Performance test results
  - c. Calibration records and copies of calibration certificates (including the identity of personnel involved in the preparation and calibration)
  - d. Records of relevant qualifications, training, skills and experience of the technical personnel
  - e. Records of all equipment
- 8.4 Any change of information related to the testing laboratory such as name, address, authorized representative/s, personnel and equipment shall be reported in writing to DOE within fifteen (15) days prior to effectivity of change.
- 8.5 Recognized testing laboratory shall continue to comply with the provisions of the latest version of PNS ISO/IEC 17025.
- 8.6 Recognized testing laboratory shall not enter into subcontracting when undertaking PELP-related test.

**Section 9. Validity of the Certificate of Recognition.** The Certificate of Recognition shall only be valid for three (3) years from the date of approval/ issuance unless sooner cancelled voluntarily or on the grounds specified in Section 12 of this Department Circular.

**Section 10. Renewal of Recognition.** The application for renewal of recognition shall be filed at least three (3) months prior to its expiration. In addition, the procedure outlined in Section 7 hereof shall be observed in processing the application for renewal of recognition. The following guidelines shall also be complied:

- 10.1 Applicant laboratory must submit valid Certificate of Accreditation from accreditation body.

- 10.2 In cases the laboratory did not renew their recognition prior to its expiration, the laboratory shall be delisted from DOE's list of recognized laboratories. If the laboratory applies for renewal of recognition after the expiration date, it shall be considered as new application.

**Section 11. Fees and Charges.** The following fees and charges shall be collected subject to regular review and update:

- 11.1 Application for Recognition of Testing Laboratories – Php 20,000.00 per product/facility
- 11.2 Performance bond (1-year) prior to issuance of Certificate of Recognition – Php 100,000.00
- 11.3 Renewal of Certificate of Recognition - Php 4,800.00 per product/ facility

**Section 12. Prohibited Acts.** Any person or entity found in violation of any of the following shall be subject to the appropriate criminal, civil and/or administrative sanctions:

- 12.1 Conduct of performance testing for purposes of PELP verification without DOE recognition;
- 12.2 Violation of the Terms and Condition/s of Section 8 of this Department Circular;
- 12.3 Misrepresentation for purposes of securing a recognition or renewal thereof, such as giving false statement in the application or submitting falsified documents;
- 12.4 Willfully refusing, obstructing or attempting to obstruct an on-site inspection by the Assessment Team or visits by the authorized representative of DOE;
- 12.5 Failure or willful refusal to submit any of the reports required;
- 12.6 Entering into a collusion in relation to the delivery of services related to PELP; and,
- 12.7 Tampering of test result or entering any false information about the product being tested.

**Section 13. Explanation, Recommendation, Disclosure, and Order.** – Upon determination that a reasonable ground exists that an establishment has committed any of the prohibited acts under Section 12 of this Department Circular, the DOE may consider the following measures prior to the imposition of the appropriate fines and penalties for such violations:

- 13.1 Require an explanation supported by reports, returns and other documents to rebut the alleged commission of the prohibited act;
- 13.2 In cases where an explanation has been issued but the DOE finds a violation because of materially insufficient reports, false returns, and non-submission of required documents, provide a recommendation to the said establishment;
- 13.3 Disclose the name of the establishment after it has received a recommendation and failed to comply with such recommendation; and
- 13.4 Issue an order in cases where the said establishment fails to follow or comply with the recommendation of the DOE. The failure on the part of the establishment to comply with the order shall be a valid ground for the imposition of the administrative fines and penalties in accordance with Section 14 of this Department Circular.

**Section 14. Fines and Sanctions.** The DOE shall impose, when warranted, any of the applicable administrative fines and penalties upon determination that any person or entity has committed any of the prohibited acts under Section 12 of this Department Circular after complying with Section 13 of this Department Circular in the table under Appendix H. This is without prejudice to the revocation of recognition and blacklisting.

**Section 15. Reportorial Obligation.** The DOE through EUMB shall regularly update on its website the list of recognized testing laboratories.

**Section 16. Repealing Clause.** The provisions of other Department 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 17. 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 18. 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.

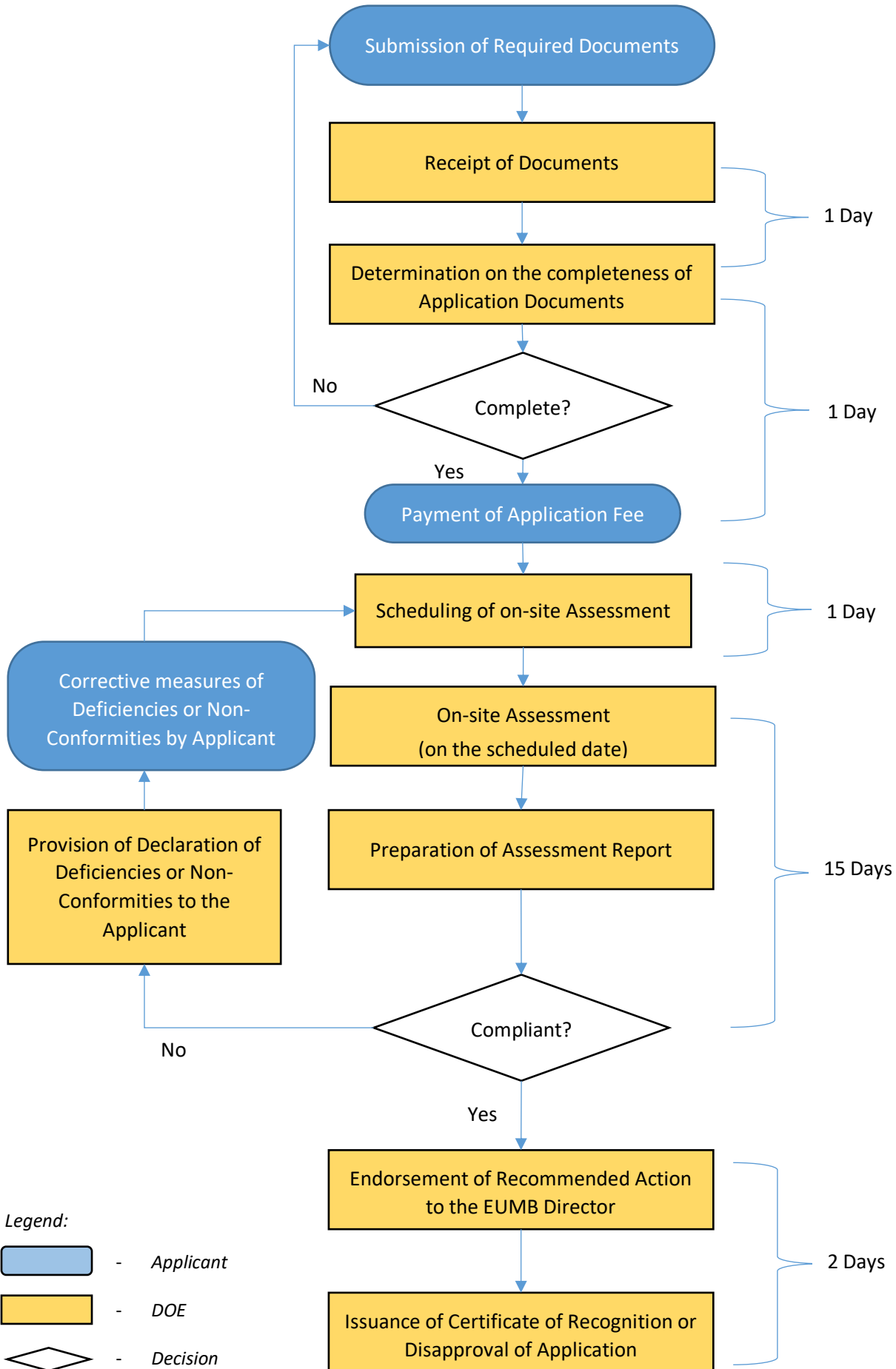
Issued at Energy Center, Bonifacio Global City, Taguig City.

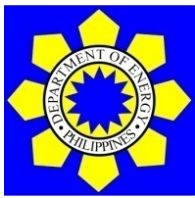
**ALFONSO G. CUSI**  
Secretary





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**Energy Utilization Management Bureau  
Quality Management System**

**Application Form for the  
Recognition of Testing Laboratory**

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**Appendix A:**

**Application Form for the Recognition of Testing Laboratory under the Philippine  
Energy Labelling Program for Energy Consuming Products / Transport Vehicles**

Date: \_\_\_\_\_

The Director  
Energy Utilization Management Bureau  
Department of Energy  
Energy Center, Rizal Drive  
Bonifacio Global City, Taguig  
1632 Manila

Sir,

In accordance with the Philippine Energy Labelling Program (PELP) Guidelines, promulgated pursuant to Republic Act No. 11285, we hereby apply our business in the registry of recognized testing laboratory under the PELP for Energy Consuming Products / Transport Vehicles.

1. **Name of Applicant Company:** \_\_\_\_\_
2. **Testing Laboratory Address:** \_\_\_\_\_  
\_\_\_\_\_
3. **Telephone and Fax No.:** \_\_\_\_\_
4. **E-mail Address:** \_\_\_\_\_
5. **Tax Identification Number** \_\_\_\_\_ **Date of Issue:** \_\_\_\_\_
6. **Name of Company President/  
General Manager** \_\_\_\_\_
7. **Name of Laboratory Representative** \_\_\_\_\_
  - a. **Designation** \_\_\_\_\_
  - b. **Telephone and Fax No.** \_\_\_\_\_
  - c. **Email Address** \_\_\_\_\_

We hereby submit the required documents (in English language) listed below to support our application for the Recognition of Testing Laboratory under the Philippine Energy Labelling Program for Energy Consuming Products / Transport Vehicles:

- a. Certified True Copy of Permit to Operate issued by the local government unit;
- b. Certified True Copy of Bureau of Internal Revenue Registration;
- c. Duly accomplished undertaking to abide the terms and conditions for a DOE-recognized testing laboratory (Appendix B);
- d. Duly accomplished Letter of Authorization for Testing Laboratory Representative (Appendix C);

- e. Location map of the testing laboratory and layout of the testing laboratory including dimensions (Appendix D);
- f. Organizational Chart showing the relationship between the testing laboratory and other operations of the firm, when applicable (Appendix E);
- g. List of personnel involved with the operation of the testing laboratory including their job descriptions, responsibilities, qualifications and Certificate of Competency (Appendix F);
- h. List of all equipment, manuals of the procedures and reference materials required for the tests and calibrations (Appendix G);
- i. Certified true copy of Accreditation Certificate issued by PAB or compliance to the latest version of PNS ISO/IEC 17025, that specifies the scope of accreditation.

Furthermore, we hereby agree to abide by all the Terms and Conditions thereof and all other rules and regulations, including amendments thereto, prescribed in the PELP Guidelines.

\_\_\_\_\_  
 Signature over Printed Name  
 President/ General Manager

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ affiant exhibiting to me his/her government-issued identification card number \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

Notary Public: \_\_\_\_\_

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**Energy Utilization Management Bureau  
Quality Management System**

**Undertaking to Abide by the Terms and  
Conditions for a DOE  
Recognized Testing Laboratory**

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**Appendix B:**

**Undertaking to Abide by the Terms and Conditions for a DOE  
Recognized Testing Laboratory**

I, \_\_\_\_\_ (Surname) \_\_\_\_\_ (First Name, MI) of \_\_\_\_\_ (Name of Company) with principal address at \_\_\_\_\_ is duly authorized by this company and its Board of Directors / Partners through Board Resolution No. \_\_\_\_\_ dated \_\_\_\_\_, as attached herein, to hereby abide by the following terms and conditions as a Department of Energy (DOE) - Recognized Laboratory.

1. We shall observe and abide by the provisions of this Department Circular, PELP Guidelines, Republic Act 11285 and their implementing rules and regulations and future amendments and shall comply with any and all other directives and orders which the DOE may issue in pursuance with its authority under the law.
2. We shall ensure that our testing activities conform at all times to the applicable requirements of the latest version of PNS ISO/IEC 17025 and for this purpose shall maintain to the satisfaction of DOE quality system.
3. We shall give the duly authorized representative(s) of the DOE access during working hours to our company premises where our operation is being carried out, for the purpose of evaluating materials, operations, processes, quality system, facilities, records and others.
4. We shall be subject to reassessment to ensure consistent compliance with the DOE requirements on recognition of testing laboratories.
5. We shall not directly communicate with the product owner/ client with regards to testing. Should there be a need to communicate directly to the company, we shall inform and ask for consent from the DOE.
6. We shall submit to DOE the names of the designated qualified Personnel who will participate in the conduct of tests.
7. We shall demonstrate impartiality and free from any conflict of interests.
8. We shall allow DOE assessor/ representative and others concerned to witness the testing activities of the laboratory.
9. We shall assure that our personnel involved in the testing have agreed to treat in confidentiality all information of the samples subject to testing and have signed the confidentiality statement.
10. We shall inform DOE in writing of any change of business name, transfer of business site, management and authorized representative/s fifteen (15) days prior to the effectivity of such changes. Upon transfer of business site, the recognition shall be deemed valid only after assessment at the new site by DOE or its designated conformity assessment body has been conducted.

11. We shall pay the applicable fees and charges as billed or stipulated by DOE.
12. We shall be independent from any manufacturer, importer, supplier, distributor or retailer engaged in business covered by energy labeling.
13. We shall assure that no DOE personnel, his/her spouse, or his/her relative by consanguinity or affinity within the fourth civil degree shall have ownership of or financial interest in the company.
14. That any infraction of these terms and conditions including falsification or misleading information provided shall constitute sufficient grounds for the institution of administrative sanctions and fines against our company.

Witnesseth my hand this \_\_\_\_\_ of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
 Signature over Printed Name  
 President/ General Manager

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_ affiant exhibiting to me his/her government-issued identification card number \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

Notary Public: \_\_\_\_\_

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**Energy Utilization Management Bureau  
Quality Management System**

**Authorization for  
Testing Laboratory's Representative**

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**EUMB-QR-XXX**

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**Appendix C:**

**Authorization for Testing Laboratory's Representative**

(Company Logo)

(Date)

**The Director**

Energy Utilization Management Bureau  
Department of Energy  
Energy Center, Rizal Drive  
Bonifacio Global City, Taguig  
1632 Manila

Dear **Director**:

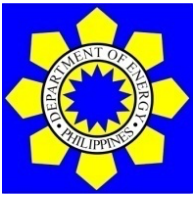
This is to authorize Mr./Ms. \_\_\_\_\_ (Name) \_\_\_\_\_, \_\_\_\_\_ (Designation) \_\_\_\_\_, as the Official Representative for the \_\_\_\_\_ (Company Name) \_\_\_\_\_.

As the authorized representative, he/she shall be authorized to represent the company in matters related to recognition of testing laboratory. Any documents submitted made by the representative relative to compliance with the recognition, including payment, validation and coordination activities, shall be deemed authorized by the undersigned.

Thank you.

Sincerely,

\_\_\_\_\_  
Signature over Printed Name  
(President/ CEO/ General Manager)



**Energy Utilization Management Bureau  
Quality Management System**

**Location Map and Layout (with  
dimensions) of Testing Laboratory**

Doc Ref No.:

**EUMB-QR-XXX**

Effective Date:

**xx-xxxx-xx**

Revision No.:

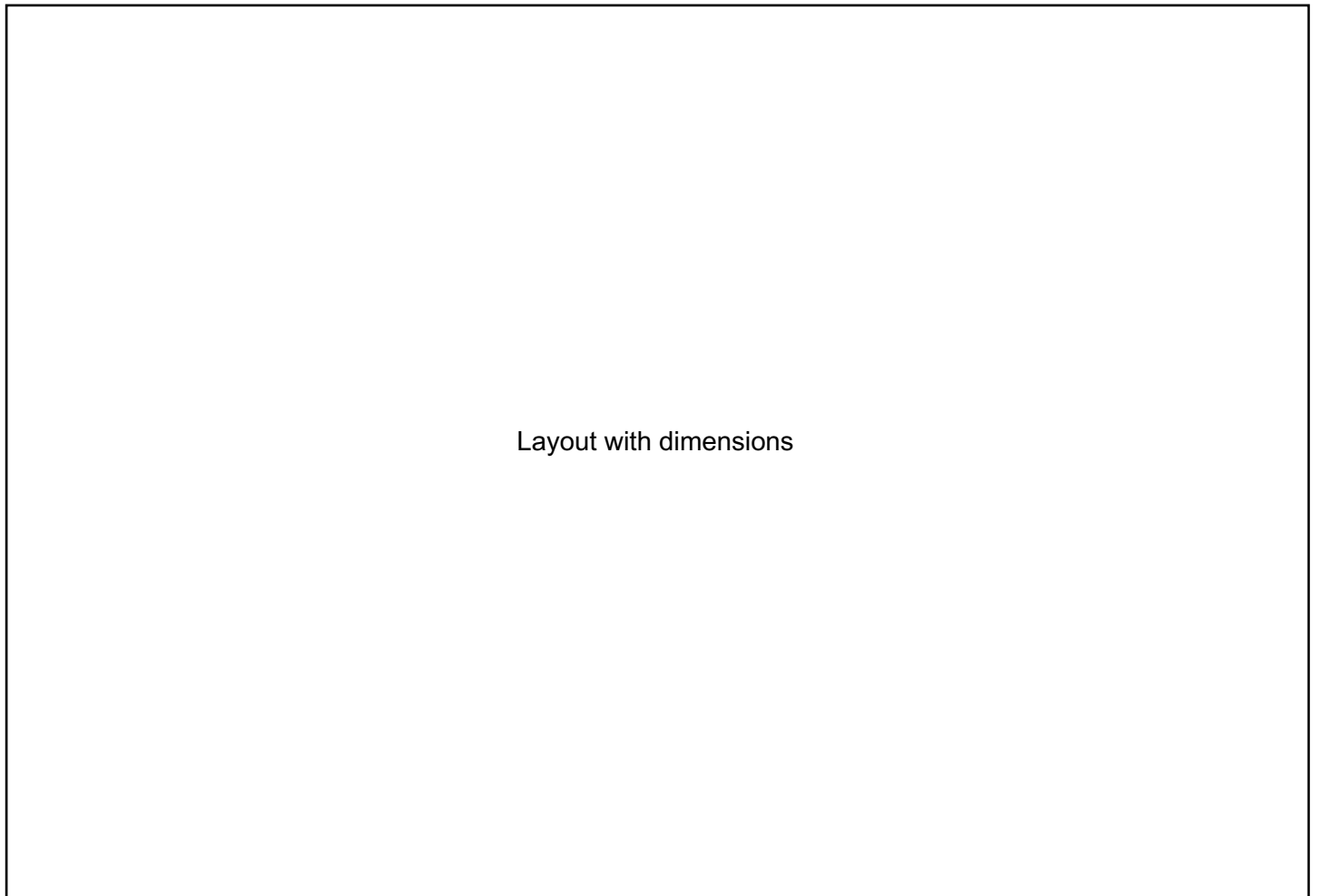
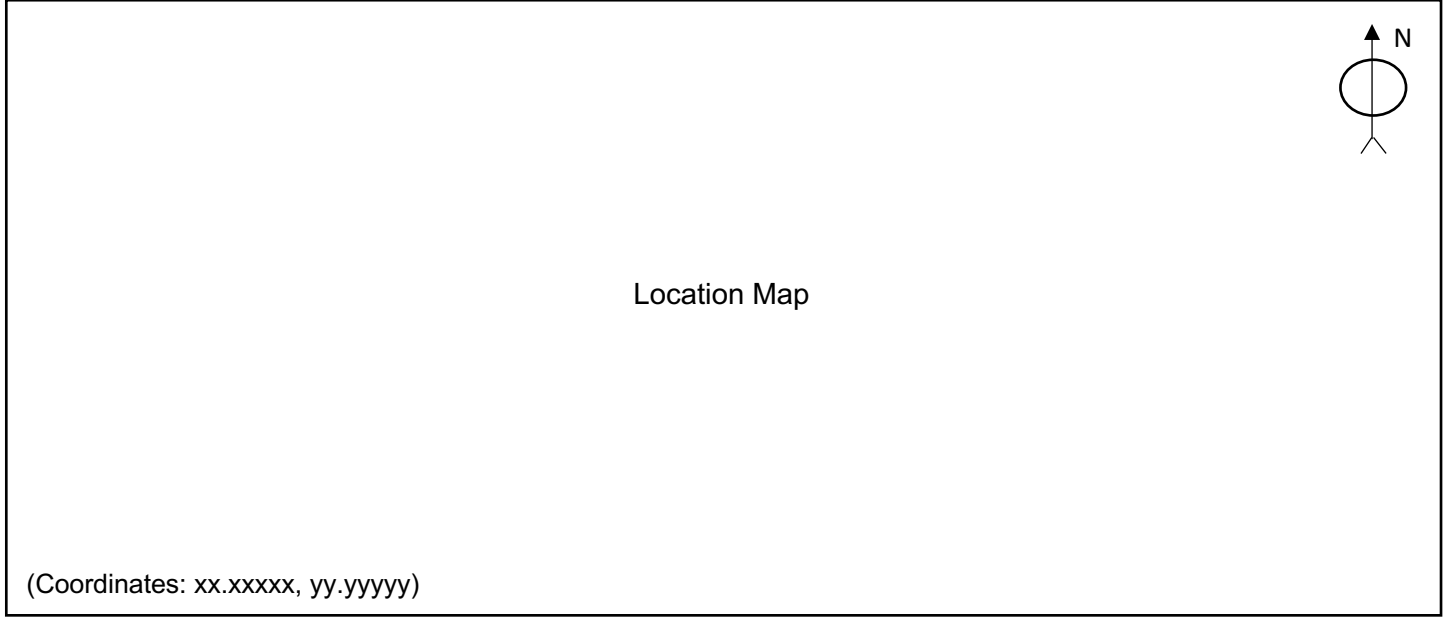
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**Appendix D:**

**Location Map and Layout (with dimensions) of Testing Laboratory**





**Energy Utilization Management Bureau  
Quality Management System**

**Organizational Chart of Testing  
Laboratory**

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**Appendix E:**

**Organizational Chart of Testing Laboratory**

(Company Logo)





**Energy Utilization Management Bureau  
Quality Management System**

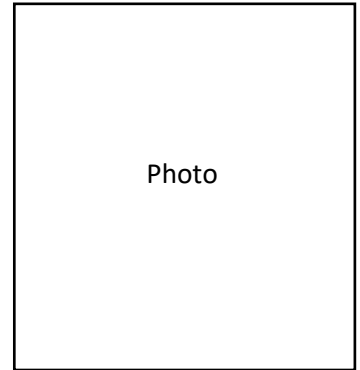
**List of Personnel of the Testing  
Laboratory**

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**Appendix F:**

**List of Personnel of the Testing Laboratory**

Name: \_\_\_\_\_  
Sex: \_\_\_\_\_ Age: \_\_\_\_\_  
Nationality: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
Educational Attainment:  
a. Grade School: \_\_\_\_\_  
b. High School: \_\_\_\_\_  
c. College/University & Course: \_\_\_\_\_  
d. Technical/ Vocational Course: \_\_\_\_\_  
e. Post Graduate: \_\_\_\_\_



\_\_\_\_\_  
Signature

Company Division and Designation: \_\_\_\_\_

Job Description & Responsibilities:

\_\_\_\_\_  
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Qualifications & Trainings:

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**Energy Utilization Management Bureau  
Quality Management System**

**List of Equipment, Manuals of  
Procedures and Reference Materials**

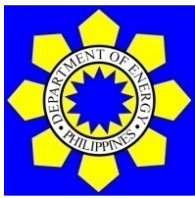
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**Appendix G:**

**List of Equipment, Manuals of Procedures and Reference Materials**

<b>Qty.</b>	<b>Equipment Name</b>	<b>Brand</b>	<b>Date Procured</b>	<b>Description</b>	<b>Remarks</b>

<b>Manuals/ Reference Materials</b>	<b>Description</b>	<b>Remarks</b>



**Energy Utilization Management Bureau  
Quality Management System**

**Schedule of Penalties and Fines**

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**Appendix H:**

**Schedule of Penalties and Fines**

Prior to the imposition of the following penalties and fines, measures stated in Section 13 of this Department Circular shall first be considered (explain, recommend, disclose, order):

Violation	Penalties and Fines		
	10,000 – 200,000	200,000 – 500,000	500,000-1,000,000 or Cancellation of Registration or may be a ground for blacklisting*
Conduct of performance testing for purposes of PELP verification without DOE recognition		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
Violation of the Terms and Condition/s under Section 8 of this Department Circular	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Misrepresentation for purposes of securing a recognition or renewal thereof, such as giving false statement in the application or submitting falsified documents		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
Willfully refusing, obstructing or attempting to obstruct an on-site inspection by the Assessment Team or visits by the authorized representative of DOE	1 <sup>st</sup> Offense		2 <sup>nd</sup> Offense
Failure or willful refusal to submit any of the reports required		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
Entering into a collusion in relation to the delivery of services related to PELP			1 <sup>st</sup> Offense
Tampering of test result or entering any false information about the product being tested			1 <sup>st</sup> Offense

\*Upon the Cancellation of the Registration, the laboratory will be delisted from the DOE-recognized testing laboratories and can only re-apply two (2) years thereafter.

\*The imposition of fines and penalties stated above shall be on an entity (laboratory) basis.