	<b>EUMB - EPMPD</b> <b>Quality Management System</b> <b>SUBMISSION GUIDELINES</b> <b>(ANNEX C)</b>	Doc Ref No.:	<b>EUMB-EPMPD-CECO</b>
		Effective Date:	
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## **SUBMISSION GUIDELINES**

The documents pertaining to the application of CEA to the DOE can be accessed through ([https://bit.ly/DOE\\_DConCECO](https://bit.ly/DOE_DConCECO))

All applications, together with the required documents, should be submitted through e-mail [certifiedeco@doe.gov.ph](mailto:certifiedeco@doe.gov.ph). Please take note that submissions made through other e-mail addresses will not be deemed official by the DOE.

For further guidance, the following documents should be included in the e-mail of the applicant:

1. One (1) Original copy of Letter of Endorsement from the head of the Type 1 Designated Establishment  
(PDF File, File Name: "CECO\_Last Name\_Endorsement.pdf")
2. One (1) Certified True Copy of any academic credentials and for graduates of K-12 Academic Track of Science, Technology, Engineering and Mathematics (STEM), Transcript of Records and/or Diploma  
(PDF File, File Name: "CECO\_Last Name\_Credentials.pdf")
3. One (1) Original copy of Sworn statement of the applicant in discharging functions of Energy Conservation Officer (Annex B)  
(PDF File, File Name: "CECO\_Last Name\_SwornStatement.pdf")
4. One (1) Copy of Proof of payment of One Thousand Pesos (PHP 1,000.00) for Application Fee for Certification  
(PDF File, File Name: "CECO\_Last Name\_Payment.pdf")
5. One (1) Copy of Seminar/Training Programs attended  
(PDF File, File Name: "CECO\_Last Name\_Training.pdf")

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The Application E-Mail should at least include the following contents:

<Date>

**DIRECTOR**

Energy Utilization Management Bureau (EUMB)  
Department of Energy (DOE)  
Energy Center, Rizal Drive  
Bonifacio Global City, Taguig

Subject: <Last Name> - **CECO Application** (e.g., **Dela Cruz – CECO Application**)

Dear Director:

Good day!

I am <Last Name, First Name> from <Affiliation> is hereby submitting my application for the Certification as an Energy Conservation Officer. The following documents are attached to this email for your reference:

1. Original copy of Letter of Endorsement from the head of the Type 1 Designated Establishment
2. Certified True Copy of any academic credentials and for graduates of K-12 Academic Track of Science, Technology, Engineering and Mathematics (STEM), Transcript of Records and/or Diploma
3. Original copy of Sworn statement of the applicant in discharging functions of Energy Conservation Officer (Annex B)
4. Copy of Proof of payment of One Thousand Pesos (PHP 1,000.00) for Application Fee for Certification
5. Copy of Seminar/Training Programs attended

For your Reference.

Thank you.

<Name of Applicant>  
<Affiliation/Office/Company>  
<Contact Details>