



IMPLEMENTING GUIDELINES ON THE RECERTIFICATION OF RECOGNIZED TRAINING INSTITUTION (RTI) LECTURERS/INSTRUCTORS

January 2025

Republic Act (RA) No. 11285 or the Energy Efficiency and Conservation (EEC) Act, its Implementing Rules and Regulations (IRR), and its governing Department Circular Nos. DC2022-03-0006 or the Adoption of Training Regulations for the Certification Process for Energy Auditors (EAs) and DC2022-03-0008 or the Adoption of Training Regulations and Prescribing Certification Process for Training Institutions and Energy Managers (EM) aim to strengthen individuals by certifying and recognizing their industry skills and experience. As such, the certification of Energy Efficiency (EE) Practitioners was put in place.

Pursuant to the provisions of DC2022-03-0006 and DC2022-03-0008, CEA and CEMs, respectively, shall be certified with a validity of three (3) years. After this, the EE Practitioner shall undertake recertification. The DOE developed the training regulations for CEAs and CEMs, which governed the initial phase of the certification. To ensure the continuous implementation of the certification processes for EE Practitioners, the recertification requirements for the RTI lecturers and instructors shall adhere to the following:

I. QUALIFICATIONS AND REQUIREMENTS

Section 1. Qualifications. The candidate shall satisfy the following requirements to be evaluated and assessed by the DOE for recertification as an RTI Lecturer/Instructor:

- a. At least two (2) years of continuous teaching experience, specifically teaching those courses under the training regulations for CEM and CEA. Only teaching experience rendered after the date of recognition of the RTI will be considered by the DOE;
- b. Employed to a DOE-registered RTI (full-time or part-time); and
- c. Knowledgeable and experienced in teaching the necessary courses under the IG on the recertification of EE Practitioners.

Section 2. Requirements for Recertification of RTI Lecturers/Instructors. The existing EE RTI lecturers and practitioners shall submit the following documents to the DOE for assessment and evaluation:

- a. *Certification as an Energy Manager or Energy Auditor from the DOE.* Candidates must have been previously certified by the DOE. Expired certificates shall only be accepted if they have been expired for not more than six (6) months from their date of expiration.
- b. *Certificate of Employment from an RTI.* Candidates shall be employed for at least two (2) years as a lecturer with an existing DOE-recognized RTI.
- c. *Endorsement Letter from the RTI.* The Candidate shall be duly endorsed by the DOE-recognized RTI through a formal letter.
- d. *Proof of Experience/Continuous Learning.* The Candidate shall submit documents substantiating his/her knowledge and expertise on the covered courses under the IG on the Recertification of EE Practitioners.
- e. *Updated EE Practitioner Profile.* The Candidate shall submit an updated profile following the format of *Annex E* of DC2022-03-0008 or the *Certified Energy Manager Certification Process* which include professional experience, contact details, and affiliation among others.

II. RECERTIFICATION PROCESS AND VALIDITY OF CERTIFICATE

Section 3. Recertification of EE Practitioners. The submission guidelines and certification procedures shall be based on the provisions stated in Section 9 of DC2022-03-0007 and Section 8 of DC2022-03-0008.

Section 4. Validity of Certificate. All Candidates who will successfully secure recertification of their existing certificate shall have a validity of three (3) years. Upon expiration of their new certificate, a new recertification course shall be available for them to take. The certification number that were already issued to the EE Practitioners will remain and shall be used upon recertification. DOE will issue a new version of the certificate reflecting the new date of issuance and expiration date.


Section 6. Compliance of RTIs. RTIs are redirected to immediately process the recertification of their qualified lecturers/instructors pursuant to the qualifications and requirements under this IG. No recertification training shall be conducted by the RTI unless two-thirds (2/3) of their pool of lecturers/instructors has been recertified by the DOE.

III. OTHER PROVISIONS

Section 7. Separability Clause. If, for any reason, any section or provision of this IG is declared unconstitutional or contrary to law, IRR, or DCs, such parts not affected shall remain in full force and effect.

Section 8. Effectivity. This IG shall take effect in fifteen (15) days following its publication in at least two (2) newspapers of general circulation or the Official Gazette. Copies of this IG shall be filed with the University of the Philippines Law Center - Office of the National Administrative Registrar.

Issued at Energy Center, Bonifacio Global City, Taguig City


DIRECTOR PATRICK T. AQUINO, CESO III
Energy Utilization Management Bureau
Department of Energy



JAN 06 2025