



Republic of the Philippines  
Department of Energy  
(Kagawaran ng Enerhiya)



## IMPLEMENTING GUIDELINES (IG) FOR ENERGY EFFICIENCY EXCELLENCE (EEE) AWARDS

Pursuant to Republic Act (RA) No. 11285 or the Energy Efficiency and Conservation (EEC) Act, its Implementing Rules and Regulations (IRR) and its governing Department Circular No. DC2023-10-0030 or the Guidelines on Energy Efficiency Excellence (EEE) Awards, the implementation of the EEE Awards across all covered entities from the Commercial, Residential, Industrial, Transport, Agriculture, Power, and Government Sectors shall adhere to the following:

### I. AWARD CATEGORIES AND QUALIFICATIONS

**Section 1. EEE Awards Categories.** The Categories for the EEE Awards are as follows:

#### a. Energy Management (EM) in Industries and Buildings

- i. **Small and Medium Industries.** Industrial buildings/facilities with an Average Energy Consumption of equal or less than 8,000,000.00 kWh equivalent for the past five (5) years.
- ii. **Large Industries.** Industrial buildings/facilities with an Average Energy Consumption of more than 8,000,000.00 kWh equivalent for the past five (5) years.
- iii. **Small and Medium Buildings.** Buildings/facilities with an Average Electricity Consumption of equal or less than 2,000,000.00 kWh for the past five (5) years.
- iv. **Large Buildings.** Buildings/facilities with an Average Electricity Consumption of more than 2,000,000.00 kWh for the past five (5) years.
- v. **Small and Medium Green Buildings.** Buildings/facilities that acquired a Green Building Certification from a third-party certifying body and have a Gross Floor Area (GFA) of 300 to 5,000 square meters, excluding the carpark area.
- vi. **Large Green Building.** Buildings/facilities that acquired a Green Building Certification from a third-party certifying body and have a Gross Floor Area (GFA) of more than 5,000 square meters, excluding the carpark area.
- vii. **Green Residential.** Individual landed houses/dwellings, with Green Building Certification from a third-party certifying body, which is not attached to any other dwelling or structure (except its garage or shed) and has no dwelling either above it or below it. This includes a detached or semi-detached house.
- viii. **New and Existing Buildings.** Open to all buildings with an energy consumption of more than 50,000 kWh equivalent and not more than four (4) years old from the completion date of the building's construction.
- ix. **Tropical Buildings.** Open to all buildings with at least 500 square meters GFA excluding the car park area. Their air-conditioned area should be at least less than fifty percent (50%) of the building's GFA. There should be high emphasis on the

effective use of passive design. Religious buildings are not qualified in this category.

- x. **Retrofitted Buildings.** Open to buildings where major changes and improvements have already been introduced to improve energy efficiency. The building must be at least five (5) years old. Retrofitting activities should be aligned with the provisions under the latest edition of the DOE's Guidelines on Energy Conserving Design of Buildings.

**b. Outstanding Energy Efficiency (EE) Practitioners and Entities**

- i. **Certified Energy Manager (CEM).** An individual who has demonstrated outstanding accomplishments on the implementation of EEC projects, practices, and measures on the Designated Establishment/s (DEs) that is/are being handled.
- ii. **Certified Energy Conservation Officer (CECO).** An individual who has demonstrated substantial contribution to attaining outstanding accomplishments on the implementation of EEC projects, practices, and measures on the DEs that are being handled.
- iii. **Certified Energy Auditor (CEA).** An individual who has demonstrated outstanding projects, practices, and measures on the facilities being audited. The candidate should have led at least twenty-five (25) energy audit activities for the last five (5) years.
- iv. **Energy Service Company (ESCO).** An entity, either certified or registered to the DOE under Department Circular No. DC2020-09-0018, with at least two (2) years of experience in providing energy services in the country has accomplished outstanding demonstration of energy-efficient technologies, reduction of energy consumption, and implementation of various EEC projects, practices, and measures to their clients.

**c. Government Entities (GE)**

- i. **Local Government Units (LGUs).** Political units covering provinces, cities, and municipalities. Under this IG, LGUs are classified into the following sub-categories:
  - i.a. 1st to 3rd Class Province
  - i.b. 4th to 6th Class Province
  - i.c. 1st to 3rd Class Municipality
  - i.d. 4th to 6th Class Municipality
  - i.e. 1st to 3rd Class City
  - i.f. 4th to 6th Class City
- ii. **Government Owned and/or Controlled Corporations (GOCCs).** Entities that are classified as a state-owned enterprise that conducts both commercial and non-commercial activity. Under this IG, GOCCs are classified into the following sub-categories:
  - i.a Small and Medium Building Category - GOCC buildings with a GFA of equal or less than 1,000.00 square meters.
  - i.b Large Building Category - GOCC buildings with a GFA of more than 1,000.00 square meters.
- iii. **National Government Agency (NGA).** Under this IG, NGAs are classified into the following sub-categories:

i.a Small and Medium Building Category - NGA buildings with a GFA of equal or less than 1,000.00 square meters.

i.b Large Building Category - NGA buildings with a GFA of more than 1,000.00 square meters.

iv. **State Universities and Colleges (SUCs)/Local Colleges and Universities (LCUs).** Under this IG, SUCs and LCUs are classified into the following sub-categories:

i.a Small and Medium Building Category - SUC/LCU buildings with a GFA of equal or less than 1,000.00 square meters.

i.b Large Building Category - SUC/LCU buildings with a GFA of more than 1,000.00 square meters.

d. **EEE Special Awards**

- i. **Cutting-Edge Technology.** Projects that involve the development and innovative use of technology, materials, equipment, and processes. In addition, the technology shall refer to the innovative, latest, and most advanced tools.
- ii. **Innovative Technology.** Projects that involve the development and/or use of innovative, low-cost, and simply modified technologies will have a great impact on the operations of a certain building/facility.
- iii. **EEC Best Practices and Measures.** Implementation of building/operation-wide EEC practices and measures that resulted in the reduced consumption of energy. These are identified as innovative and low-cost.
- iv. **Government.** EE projects or practices undertaken by GEs with defined actions aiming to reduce energy consumption on their buildings.

**Section 2. Qualifications.** All interested parties should be able to satisfy the requirements under the pre-qualification phase before being identified as a short-listed entry for this year's EEE Awards. The detailed qualifications for each category can be found in Annex A of this IG. As a pre-requisite to qualify for the Awards, the following requirements should also be satisfied by the entity:

- a. **EEE Awards for EM in Industries and Buildings.** All entities shall be compliant with the provisions under the EEC Act, its IRR, and all relevant issuances governing their obligations. To be specific, the following items have to be complied with by the entry:
  - i. Submission of Annual Energy Utilization Report (AEUR) and Annual Energy Efficiency and Conservation Report (AEECR) to the DOE through the DE Online Submission Portal;
  - ii. Submission of Energy Audit Report, if required;
  - iii. Identification of EE Practitioner; and
  - iv. Implementation of Policy on Energy Management System.
- b. **EEE Awards for Outstanding EE Practitioners and Entities.** All entities shall be compliant with the provisions under the EEC Act, its IRR, and all relevant issuances governing their obligations. To be specific, the following items have to be complied with by the entry:

For CEM and CECO

- i. Duly certified by the DOE based on the guidelines under DOE DC2022-03-0007 and DC2022-03-0008;

- ii. Submission of AEUR and AEECR to the DOE through the DE Online Submission Portal; and
- iii. Submission of Energy Audit Report of the DE being handled if required.

For CEA

- i. Duly certified by the DOE based on the guidelines under DOE DC2022-03-0007 and DC2022-03-0008.

For ESCO

- i. Duly registered or certified by the DOE based on the guidelines under DOE DC2020-09-0018;
  - ii. Submission of their Annual Project Accomplishment Report; and
  - iii. Validated by the DOE before the start of the EEE Awards Season.
- c. **EEE Awards for GEs.** All entities under this category shall be compliant with the obligations of GEs under the Government Energy Management Program (GEMP) and all issuances from the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC).
- d. **EEE Special Awards.** All entities shall be compliant with the provisions under the EEC Act, its IRR, and all relevant issuances governing their obligations. For cutting-edge technology, innovative technology, and EEC best practices and measures, the following items must be complied with by the entry:
- i. Submission of AEUR and AEECR to the DOE through the DE Online Submission Portal;
  - ii. Submission of Energy Audit Report, if required; and
  - iii. Identification of EE Practitioner.

## II. APPLICATION, SCREENING, AND VALIDATION PROCESSES

**Section 3. Application Process.** The EEE Awards shall be based on a two-stage application process - (a) pre-qualification and (b) full-paper submission. All interested parties are required to go through the pre-qualification procedure where they will determine whether their buildings/facilities are qualified for their desired category. This shall be based on the Assessment Tool in Annex A for each category. The second stage will be the submission of the full-paper version of their entry based on the criteria set by the EEE Awards Committees. The EEE Awards Validation Committee will issue the complete and detailed criteria only to those who have successfully been short-listed based on the results of the pre-qualification procedure for the awards.

**Section 4. Screening Process.** The EEE Awards Validation Committee will screen the submissions based on their submitted documents. Cross-referencing with the DE Online Submission Portal and GEMP Online Submission Portal shall also be conducted by the EEE Awards Validation Committee. No resources outside the submitted document/entry, will be used in the screening of the entries. This shall also entail that once the entry has been submitted, no part of the document can be added or withdrawn by the candidate.

**Section 5. Validation Process.** The EEE Awards Validation Committee shall conduct desk evaluation and/or validation, if necessary. The validation may be conducted face-to-face or online, whichever is more efficient and effective in validating the submission. The EEE Awards Validation Committee reserves the right to determine which type of validation shall be conducted for the shortlisted entries.

### III. SUBMISSION AND NOTIFICATION

**Section 6. Submission of Entries.** All entries shall be submitted through the determined online platform of the EEE Awards Validation and Selection Committees. The DOE will not entertain entries that are submitted outside the submission platform determined by the DOE. The EEE Awards Validation Committee shall publish the link during the official announcement on the commencement of the EEE Awards Season. Late submissions will not be entertained by the DOE.

**Section 7. Notification.** The EEE Awards Validation Committee will only communicate with the finalists through its official e-mail addresses ([doe.epmpd@gmail.com](mailto:doe.epmpd@gmail.com) and [doe.epsm@gmail.com](mailto:doe.epsm@gmail.com)). No personal emails will be used to provide updates on the status of the entries. The entries are expected to receive the following updates/notifications from the EEE Awards Validation Committee depending on the performance of their submission:

- a. Acknowledgment of the Submission of the Pre-Qualification (Self-Assessment Tool) within 24 hours from the actual receipt of the submission in the Online System;
- b. Notification as a Short-listed Entry based on the results of the Pre-Qualification Assessment;
- c. Acknowledgment of the Submission of the Full Paper Version of the Entry;
- d. Notification on the Conduct of the Validation Activities five (5) days before the actual date of visit to the shortlisted entry;
- e. Notification of Winning the Category; and
- f. Invitation to attend the Awarding Ceremony of the EEE Awards physically or virtually.

### IV. TIMELINE OF ACTIVITIES

**Section 8. Timeline of Activities.** For the conduct of the EEE Awards, the following dates and milestones shall be observed:

Activity	Timeline*
Official Announcement on the start of the EEE Awards Season	March
Submission of Pre-Qualification requirements to the DOE	April
Announcement of Shortlisted Entries	May
Submission of Full Paper Version of the Shortlisted Entries	June
Evaluation and Validation Activities	July - October
Deliberation of Entries	November
Awarding Ceremony	December

*\*Specific dates shall be determined annually by the EEE Awards Secretariat.*

## V. AWARDING AND PRIZE

**Section 8. Awarding.** The maximum number of winners per category shall be observed as follows:

Category	Sub-Category	Maximum Number of Winners
<b>EEE Awards for Energy Management in Industries and Buildings</b>	<b>Small and Medium Industries</b>	3
	<b>Large Industries</b>	3
	<b>Small and Medium Buildings</b>	3
	<b>Large Buildings</b>	3
	<b>Small and Medium Green Buildings</b>	3
	<b>Large Green Building</b>	3
	<b>Green Residential</b>	3
	<b>New and Existing Buildings</b>	3
	<b>Tropical Buildings</b>	3
	<b>Retrofitted Buildings</b>	3
<b>EEE Awards for Government Entities</b>	<b>Local Government Units</b> <i>1st to 3rd Class Province</i>	1
	<i>4th to 6th Class Province</i>	1
	<i>1st to 3rd Class Municipality</i>	1
	<i>4th to 6th Class Municipality</i>	1
	<i>1st to 3rd Class City</i>	1
	<i>4th to 6th Class City</i>	1
	<b>Government-Owned and/or Controlled Corporations</b> <i>Small and Medium Building Category</i>	1
	<i>Large Building Category</i>	1
<b>National Government Agencies</b>	<i>Small and Medium Building Category</i>	1
	<i>Large Building Category</i>	1
<b>State Universities and Colleges/Local Universities and Colleges</b>	<i>Small and Medium Building Category</i>	1
	<i>Large Building Category</i>	1
<b>EEE Awards for Outstanding Energy Efficiency</b>	<b>Certified Energy Manager</b>	1
	<b>Certified Energy Conservation Officer</b>	1

Category	Sub-Category	Maximum Number of Winners
Practitioners and Entities	Certified Energy Auditor	1
	Energy Service Company	1
Special Awards for Energy Efficiency Excellence	Cutting-Edge Technology	1
	Innovative Technology	1
	EEC Best Practices and Measures	1
	Government	1
<b>Total</b>		<b>50</b>

**Section 9. Prizes.** Successful winners will receive a Certificate of Recognition, Trophy, and Token. The token shall not exceed the value of PHP100,000.00, subject to the availability of funds and in line with existing procurement laws and accounting and auditing rules of the Government.

## VI. ADMINISTRATION OF EEE AWARDS SELECTION AND VALIDATION COMMITTEES

**Section 10. Membership of the EEE Awards Selection Committee.** The EEE Awards Validation Committee is tasked with recommending and nominating potential members of the EEE Awards Selection Committee. These recommendations are based on the nominees' industry experience, expertise, and knowledge. Additionally, the EEE Awards Validation Committee is responsible for ensuring that recommended and nominated members do not have any conflicts of interest or similar concerns that could compromise the impartiality of their decisions when identifying and declaring the winners of the EEE Awards.

The membership will have a fixed engagement of two (2) awards cycles unless otherwise extended by the EEE Awards Selection Committee Chairperson through the endorsement of the Vice-Chairperson.

**Section 11. Committee Meetings.** The Committee Secretariat shall be responsible for the scheduling of the regular EEE Awards Validation Committee and EEE Awards Selection Committee Meetings.

**Section 12. Recognition.** The endorsed members of the EEE Awards Selection Committee who have successfully performed their obligation under DC2023-10-0030 may receive recognition as a form of non-monetary reward from the DOE as a sign of gratitude and appreciation for sharing their experience, expertise, and knowledge for the successful implementation and conduct of the EEE Awards.

## VII. OTHER PROVISIONS


**Section 13. Redress Mechanism.** As indicated in DOE DC2023-10-0030, any grievance should be made in writing by the interested party within fifteen (15) days after the official announcement of results citing the grounds of their complaint or appeal.

**Section 14. Confidentiality Clause.** All submitted information and data shall be treated with utmost confidentiality and can only be used for monitoring, planning, and policy development of the DOE and other activities geared towards the continued implementation of the EEC Act. No information and data shall be used for profit in any form.

**Section 15. 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 16. 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* 



18 APR 2024



**ANNEX A  
PRE-QUALIFICATION REQUIREMENTS**

**EEE AWARDS FOR ENERGY MANAGEMENT IN INDUSTRIES AND BUILDINGS**

**Buildings and Industries**

Name of Facility/Entity : \_\_\_\_\_  
Affiliation : \_\_\_\_\_  
Location : \_\_\_\_\_  
  
Year of Start of Operation : \_\_\_\_\_  
Age of Building/Facility : \_\_\_\_\_  
  
Average Annual Electricity  
Consumption (for 5 years) : \_\_\_\_\_ kWh  
  
Average Annual Fuel  
Consumption : \_\_\_\_\_ kWh - e

Select Category:

- |   |  |
|---|--|
| <input type="checkbox"/> Small and Medium Buildings | <input type="checkbox"/> Small and Medium Industries |
| <input type="checkbox"/> Large Building             | <input type="checkbox"/> Large Industries            |

Pre-qualification requirements:

- Submission of Annual Energy Utilization Report (AEUR) and Annual Energy Efficiency and Conservation Report (AEECR) to the DOE through the DE Online Submission Portal
- Submission of Energy Audit Report, if required
- Identification of a Certified EE Practitioner  
Name of EE Practitioner : \_\_\_\_\_  
Certificate Number : \_\_\_\_\_
- Implementation of Policy on Energy Management System

Provide the following information regarding the building/facility:

1. Impact. This shall cover information on the building/facility's energy savings, environmental effect, economic effect, and energy efficiency index.
2. Sustainability. This shall cover information on the organizational energy management, top-level management commitment, short and long-term plan of the management, and capacity building.
3. Replicability. This shall cover information on the applicable technologies and/or energy conservation measures that have been successfully implemented in one plant such that it can be replicated to other plants or facilities of the same category.
4. Originality. This shall cover information on the creativity/innovation or new ideas that led to the implementation of energy efficiency projects and/or measure.

Building/Facility Information and Data

Total Gross Floor Area (GFA) : \_\_\_\_\_ square meters  
Total Airconditioned Area (AA) : \_\_\_\_\_ square meters  
  
EEI of GFA : \_\_\_\_\_ kWh/m<sup>2</sup>/yr  
EEI of AA : \_\_\_\_\_ kWh/m<sup>2</sup>/yr  
  
Lighting Load : \_\_\_\_\_ W/m<sup>2</sup>  
  
Total Investment Cost of  
Energy Efficiency Project  
for the past five (5) years : PHP \_\_\_\_\_  
  
Total Energy Savings of the  
Building/Facility based on the  
EE Projects and Measures for  
the past five (5) years\* : \_\_\_\_\_ kWh - e  
(\*Show performance improvement  
over baseline year performance)

**ANNEX A  
PRE-QUALIFICATION REQUIREMENTS**

**EEE AWARDS FOR ENERGY MANAGEMENT IN INDUSTRIES AND BUILDINGS**

**Green Building**

Name of Facility/Entity : \_\_\_\_\_  
Affiliation : \_\_\_\_\_  
Location : \_\_\_\_\_

Year of Start of Operation : \_\_\_\_\_  
Age of Building/Facility : \_\_\_\_\_

Average Annual Electricity  
Consumption (for 5 years) : \_\_\_\_\_ kWh

Average Annual Fuel  
Consumption : \_\_\_\_\_ kWh - e

Select Category:

- Small and Medium Green Buildings       Green Residential  
 Large Green Building

Pre-qualification requirements:

- Submission of Annual Energy Utilization Report (AEUR) and Annual Energy Efficiency and Conservation Report (AEECR) to the DOE through the DE Online Submission Portal
- Submission of Energy Audit Report, if required
- Certification from a third-party Green Building certifying body
- Identification of a Certified EE Practitioner  
Name of EE Practitioner : \_\_\_\_\_  
Certificate Number : \_\_\_\_\_
- Implementation of Policy on Energy Management System

Provide the following information regarding the building/facility:

1. Energy Efficiency. This shall cover information on the building/facility's passive and active design concepts.
2. Renewable Energy. This shall cover information on the building/facility's installed RE system.
3. Water Efficiency. This shall cover information on the efficient use of water.
4. Environmental Sustainability. This shall cover information on the building/facility's sustainable construction, greenery, recycling facilities, public transport access, materials, sustainability of the site, public access, etc.

5. Indoor Environmental Quality. This shall cover information on the building/facility's thermal comfort, ventilation, use of low volatile organic compound, ballasts, pollution control, lighting illumination, well-being, others.
6. Operation and maintenance & other green features and innovation. This shall cover information on any other feature with positive environmental impact.

**Building/Facility Information and Data**

Total Gross Floor Area (GFA)	:	_____	square meters
Total Airconditioned Area (AA)	:	_____	square meters
EEI of GFA	:	_____	kWh/m <sup>2</sup> /yr
EEI of AA	:	_____	kWh/m <sup>2</sup> /yr
Building Orientation	:	_____	
Overall Thermal Transfer Value	:	_____	W/ m <sup>2</sup>
Window to Wall Ratio	:	_____	%
Lighting Load	:	_____	W/m <sup>2</sup>
Total Investment Cost of Energy Efficiency Project for the past five (5) years	:	PHP _____	
Total Energy Savings of the Building/Facility based on the EE Projects and Measures for the past five (5) years* (*Show performance improvement over baseline year performance)	:	_____	kWh – e

**ANNEX A  
PRE-QUALIFICATION REQUIREMENTS**

**EEE AWARDS FOR ENERGY MANAGEMENT IN INDUSTRIES AND BUILDINGS**

**Green Residential**

Name of Facility/Entity : \_\_\_\_\_  
Affiliation : \_\_\_\_\_  
Location : \_\_\_\_\_

Year of Start of Operation : \_\_\_\_\_  
Age of Building/Facility : \_\_\_\_\_

Average Annual Electricity Consumption (for 5 years) : \_\_\_\_\_ kWh

Average Annual Fuel Consumption : \_\_\_\_\_ kWh - e

Select Category:

- Small and Medium Green Buildings       Green Residential  
 Large Green Building

Pre-qualification requirements:

- Submission of Annual Energy Utilization Report (AEUR) and Annual Energy Efficiency and Conservation Report (AEECR) to the DOE through the DE Online Submission Portal
- Submission of Energy Audit Report, if required
- Certification from a third-party Green Building certifying body
- Individual landed house or a dwelling that is not attached to any other dwelling or structure and has no dwelling either above it or below.
- Identification of a Certified EE Practitioner  
Name of EE Practitioner : \_\_\_\_\_  
Certificate Number : \_\_\_\_\_
- Implementation of Policy on Energy Management System

Provide the following information regarding the building/facility:

1. Energy Efficiency. This shall cover information on the building/facility's passive and active design concepts.
2. Renewable Energy. This shall cover information on the building/facility's installed RE system.
3. Water Efficiency. This shall cover information on the efficient use of water.
4. Environmental Sustainability. This shall cover information on the building/facility's sustainable construction, greenery, recycling facilities, public transport access, materials, sustainability of the site, public access etc.

5. Indoor Environmental Quality. This shall cover information on the building/facility's thermal comfort, ventilation, use of low volatile organic compound, ballasts, pollution control, lighting illumination, well-being, others.
6. Operation and maintenance & other green features and innovation. This shall cover information on any other feature with positive environmental impact.

**Building/Facility Information and Data**

Total Gross Floor Area (GFA)	:	_____	square meters
Total Airconditioned Area (AA)	:	_____	square meters
EEI of GFA	:	_____	kWh/m <sup>2</sup> /yr
EEI of AA	:	_____	kWh/m <sup>2</sup> /yr
Building Orientation	:	_____	
Overall Thermal Transfer Value	:	_____	W/ m <sup>2</sup>
Window to Wall Ratio	:	_____	%
Lighting Load	:	_____	W/m <sup>2</sup>
Total Investment Cost of Energy Efficiency Project for the past five (5) years	:	PHP _____	
Total Energy Savings of the Building/Facility based on the EE Projects and Measures for the past five (5) years* (*Show performance improvement over baseline year performance)	:	_____	kWh – e

**ANNEX A  
PRE-QUALIFICATION REQUIREMENTS**

**EEE AWARDS FOR ENERGY MANAGEMENT IN INDUSTRIES AND BUILDINGS**

**New and Existing Buildings**

Name of Facility/Entity : \_\_\_\_\_  
Affiliation : \_\_\_\_\_  
Location : \_\_\_\_\_

Year of Start of Operation : \_\_\_\_\_  
Age of Building/Facility : \_\_\_\_\_

Average Annual Electricity  
Consumption (for 4 years of  
less) : \_\_\_\_\_ kWh

Average Annual Fuel  
Consumption : \_\_\_\_\_ kWh - e

**Pre-qualification requirements:**

- Submission of Annual Energy Utilization Report (AEUR) and Annual Energy Efficiency and Conservation Report (AEECR) to the DOE through the DE Online Submission Portal
- Submission of Energy Audit Report, if required
- Not more than four (4) years old from the completion date of the building's construction
- Identification of a Certified EE Practitioner  
Name of EE Practitioner : \_\_\_\_\_  
Certificate Number : \_\_\_\_\_
- Implementation of Policy on Energy Management System

**Provide the following information regarding the building/facility:**

1. On-Site Natural Environment Consideration. This shall include information on the use of vegetation, landscape, hardscape, body of water, wind, and other on-site natural features.
2. Passive Design Concepts. This shall include information on the orientation and building design, envelope design, overall heat transfer, daylighting, natural ventilation, and other passive design concepts.
3. Active Design Concepts. This shall include information on the air-conditioning systems, lighting systems, indoor air quality, energy consumption, other systems, such as transportation, and other active design concepts.
4. Management and Maintenance Scheme. This shall include information on the energy management systems, maintenance and management measures, future improvement plans, and others.

5. Environmental Impact Consideration. This shall include information on waste management, pollution management, use of green and non-toxic materials, and other features.

Building/Facility Information and Data

Total Gross Floor Area (GFA)	:	_____	square meters
Total Airconditioned Area (AA)	:	_____	square meters
EEI of GFA	:	_____	kWh/m <sup>2</sup> /yr
EEI of AA	:	_____	kWh/m <sup>2</sup> /yr
Lighting Load	:	_____	W/m <sup>2</sup>
Total Investment Cost of Energy Efficiency Project for the past four (4) years	:	PHP _____	
Total Energy Savings of the Building/Facility based on the EE Projects and Measures for the past four (4) years* (*Show performance improvement over baseline year performance)	:	_____	kWh - e



**ANNEX A  
PRE-QUALIFICATION REQUIREMENTS**

**EEE AWARDS FOR ENERGY MANAGEMENT IN INDUSTRIES AND BUILDINGS**

**Tropical Buildings**

Name of Facility/Entity : \_\_\_\_\_  
Affiliation : \_\_\_\_\_  
Location : \_\_\_\_\_  
  
Year of Start of Operation : \_\_\_\_\_  
Age of Building/Facility : \_\_\_\_\_  
  
Average Annual Electricity  
Consumption (for 5 years) : \_\_\_\_\_ kWh  
  
Average Annual Fuel  
Consumption : \_\_\_\_\_ kWh - e

**Pre-qualification requirements:**

- Submission of Annual Energy Utilization Report (AEUR) and Annual Energy Efficiency and Conservation Report (AEECR) to the DOE through the DE Online Submission Portal
- Submission of Energy Audit Report, if required
- At least 500 square meters GFA excluding car park area
- Less than fifty (50%) of the building's GFA is airconditioned
- Identification of a Certified EE Practitioner  
Name of EE Practitioner : \_\_\_\_\_  
Certificate Number : \_\_\_\_\_
- Implementation of Policy on Energy Management System

**Provide the following information regarding the building/facility:**

1. On-Site Natural Environment Consideration. This shall include information on the use of vegetation, landscape, hardscape, body of water, wind, and other on-site natural features.
2. Passive Design Concepts. This shall include information on the orientation and building design, envelope design, overall heat transfer, daylighting, natural ventilation, and other passive design concepts.
3. Active Design Concepts. This shall include information on the air-conditioning systems, lighting systems, indoor air quality, energy consumption, other systems, such as transportation, and other active design concepts.
4. Management and Maintenance Scheme. This shall include information on the energy management systems, maintenance and management measures, future improvement plans, and others.

5. Environmental Impact Consideration. This shall include information on waste management, pollution management, use of green and non-toxic materials, and other features.

Building/Facility Information and Data

Total Gross Floor Area (GFA)	:	_____	square meters
Total Airconditioned Area (AA)	:	_____	square meters
EEI of GFA	:	_____	kWh/m <sup>2</sup> /yr
EEI of AA	:	_____	kWh/m <sup>2</sup> /yr
Lighting Load	:	_____	W/m <sup>2</sup>
Total Investment Cost of Energy Efficiency Project for the past five (5) years	:	PHP _____	
Total Energy Savings of the Building/Facility based on the EE Projects and Measures for the past five (5) years* (*Show performance improvement over baseline year performance)	:	_____	kWh - e



**ANNEX A  
PRE-QUALIFICATION REQUIREMENTS**

**EEE AWARDS FOR ENERGY MANAGEMENT IN INDUSTRIES AND BUILDINGS**

**Retrofitted Buildings**

Name of Facility/Entity : \_\_\_\_\_  
Affiliation : \_\_\_\_\_  
Location : \_\_\_\_\_  
  
Year of Start of Operation : \_\_\_\_\_  
Age of Building/Facility : \_\_\_\_\_  
  
Average Annual Electricity  
Consumption (for 5 years) : \_\_\_\_\_ kWh  
  
Average Annual Fuel  
Consumption : \_\_\_\_\_ kWh - e

**Pre-qualification requirements:**

- Submission of Annual Energy Utilization Report (AEUR) and Annual Energy Efficiency and Conservation Report (AEECR) to the DOE through the DE Online Submission Portal
- Submission of Energy Audit Report, if required
- Building/facility is at least five (5) years old
- Major changes and improvements have already been introduced to improve energy efficiency
- Identification of a Certified EE Practitioner  
Name of EE Practitioner : \_\_\_\_\_  
Certificate Number : \_\_\_\_\_
- Implementation of Policy on Energy Management System

**Provide the following information regarding the building/facility:**

1. **Actual Measured Energy Savings.** This shall include information on the total energy savings for the building, for the air conditioning, for the lighting systems, and other features of the buildings.
2. **Passive Design Concept.** This shall include information on the spatial organization for various functions, environmental improvement for surroundings, envelope design, overall heat transfer through building envelope, daylighting, and other passive design concepts.
3. **Active Design Concepts.** This shall include information on the air-conditioning systems, lighting systems, indoor air quality, energy consumption, other systems, such as transportation, and other active design concepts.
4. **Management and Maintenance Scheme.** This shall include information on the energy management system, maintenance and management measures, future improvement plans, and other management and maintenance schemes.

5. Environmental Impact Consideration. This shall include information on waste management, pollution management, use of green and non-toxic materials, and other features.

Building/Facility Information and Data

Total Gross Floor Area (GFA)	:	_____	square meters
Total Airconditioned Area (AA)	:	_____	square meters
EEI of GFA	:	_____	kWh/m <sup>2</sup> /yr
EEI of AA	:	_____	kWh/m <sup>2</sup> /yr
Lighting Load	:	_____	W/m <sup>2</sup>
Total Investment Cost of Energy Efficiency Project for the past five (5) years	:	PHP _____	
Total Energy Savings of the Building/Facility based on the EE Projects and Measures for the past five (5) years* (*Show performance improvement over baseline year performance)	:	_____	kWh - e

**ANNEX A  
PRE-QUALIFICATION REQUIREMENTS**

**EEE AWARDS FOR OUTSTANDING  
ENERGY EFFICIENCY PRACTITIONER AND ENTITY**

**Energy Service Company (ESCO)**

Company Name : \_\_\_\_\_  
Registration/Certification Number : \_\_\_\_\_  
Office Address : \_\_\_\_\_

Pre-qualification requirements:

- DOE Registered or Certified ESCO
- At least two (2) years of experience on providing energy services in the country
- Accomplished outstanding projects/measures on clients
- Complied and submitted the necessary reports to the DOE on time
- Provided Energy Reduction to clients (in kWh, savings, and percentage)
- Energy Audit Tools and Equipment with actual pictures

Provide the following information based on the nominated entity:

1. Leadership. This shall include a discussion on the implemented standard and systems followed by staff and personnel of the company demonstrating leadership and commitment towards exceptional energy, water, and/or fleet management.
2. Project Implementation. This shall cover discussion on the implemented projects highlighting the results/savings and other benefits including the project's transferability and innovative utilization of new technologies, and unique operations and processes with emphasis on environmental impact considerations.
3. Trainings and Seminars. This shall cover the highlights on the academic and on-hand background of personnel highlighting their achievements and contributions to the industry including their certificates and trainings related to energy management systems.
4. Institutionalization and Behavior Change. This shall cover information on facilitated activities regarding education, training, and other outreach programs and initiatives designed to promote new workplace behaviors of personnel (institutional or individual)

Prepared by:

Endorsed and Approved by:

(Signature)  
Name  
Position  
Office/Entity Name  
Contact Number  
Email Address

(Signature)  
Name  
Position  
Office/Entity Name  
Contact Number  
Email Address

**ANNEX A  
PRE-QUALIFICATION REQUIREMENTS**

**EEE AWARDS FOR OUTSTANDING  
ENERGY EFFICIENCY PRACTITIONER AND ENTITY**

**Certified Energy Conservation Officer (CECO)**

Name of Nominee : \_\_\_\_\_  
Name of DE : \_\_\_\_\_  
Address of DE : \_\_\_\_\_  
  
Contact Number : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

Pre-qualification requirements:

- Must be a DOE Certified Energy Conservation Officer
- Submission of Annual Energy Utilization Report (AEUR) and Annual Energy Efficiency and Conservation Report (AEECR) to the DOE through the DE Online Submission Portal
- Accomplished outstanding projects/measures on DEs that is/are being handled
- Energy Reduction in the Designated Establishment (in kWh, savings, and percentage)
- Endorsed and nominated by the head of office/company president

Provide the following information regarding the nominee:

1. Leadership. This shall include a discussion on the implemented standard and systems followed by staff and personnel of the company demonstrating leadership and commitment towards exceptional energy, water, and/or fleet management.
2. Project Implementation. This shall cover discussion on the implemented projects highlighting the results/savings and other benefits including the project's transferability and innovative utilization of new technologies, and unique operations and processes with emphasis on environmental impact considerations.
3. Trainings and Seminars. This shall cover the highlights on the academic and on-hand background of personnel highlighting their achievements and contributions to the industry including their certificates and trainings related to energy management systems.
4. Institutionalization and Behavior Change. This shall cover information on facilitated activities regarding education, training, and other outreach programs and initiatives designed to promote new workplace behaviors of personnel (institutional or individual)

Prepared by:

Endorsed and Approved by:

(Signature)  
**Name**  
*Position*  
*Office/Entity Name*  
*Contact Number*  
*Email Address*

(Signature)  
**Name**  
*Position*  
*Office/Entity Name*  
*Contact Number*  
*Email Address*

**ANNEX A  
PRE-QUALIFICATION REQUIREMENTS**

**EEE AWARDS FOR OUTSTANDING  
ENERGY EFFICIENCY PRACTITIONER AND ENTITY**

**Certified Energy Manager (CEM)**

Name of Nominee : \_\_\_\_\_  
Name of DE : \_\_\_\_\_  
Address of DE : \_\_\_\_\_  
  
Contact Number : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

Pre-qualification requirements:

- Must be a DOE Certified Energy Manager
- Submission of Annual Energy Utilization Report (AEUR) and Annual Energy Efficiency and Conservation Report (AEECR) to the DOE through the DE Online Submission Portal
- Accomplished outstanding projects/measures on DEs that is/are being handled.
- Energy Reduction in the Designated Establishment (in kWh, savings, and percentage)
- Endorsed and nominated by the head of office/company president

Provide the following information regarding the nominee:

1. Leadership. This shall include a discussion on the implemented standard and systems followed by staff and personnel of the company demonstrating leadership and commitment towards exceptional energy, water, and/or fleet management.
2. Project Implementation. This shall cover discussion on the implemented projects highlighting the results/savings and other benefits including the project's transferability and innovative utilization of new technologies, and unique operations and processes with emphasis on environmental impact considerations.
3. Trainings and Seminars. This shall cover the highlights on the academic and on-hand background of personnel highlighting their achievements and contributions to the industry including their certificates and trainings related to energy management systems.
4. Institutionalization and Behavior Change. This shall cover information on facilitated activities regarding education, training, and other outreach programs and initiatives designed to promote new workplace behaviors of personnel (institutional or individual).

Prepared by:

Endorsed and Approved by:

(Signature)  
**Name**  
*Position*  
*Office/Entity Name*  
*Contact Number*  
*Email Address*

(Signature)  
**Name**  
*Position*  
*Office/Entity Name*  
*Contact Number*  
*Email Address*

**ANNEX A  
PRE-QUALIFICATION REQUIREMENTS**

**EEE AWARDS FOR OUTSTANDING ENERGY  
EFFICIENCY PRACTITIONER AND ENTITY**

**Certified Energy Auditor (CEA)**

Name of Nominee : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

Pre-qualification requirements:

- Must be a DOE Certified Energy Auditor
- Has at least one (1) year of working experience on energy audit
- Accomplished outstanding projects/measures on DEs that have been audited
- Conducted at least 25 energy audit activities to DEs for the last five (5) years
- Knowledgeable on audit equipment

Provide the following information regarding the nominee:

1. **Energy Audit Conducted.** This shall cover a discussion on the variety of audited entities with emphasis on the energy savings and the impact of energy audit in terms of reduction energy intensity including the total target energy savings of each energy audit conducted, and the number of detailed audits carried out for the last five (5) years. This shall also include the list of instruments in possession (minimum of four) required for energy audit along with the corresponding calibration certificates.
2. **Project Implementation.** This shall cover discussion on the implemented projects highlighting the results/savings and other benefits including the project's transferability and innovative utilization of new technologies, and unique operations and processes with emphasis on environmental impact considerations.
3. **Trainings and Seminars.** This shall cover the highlights on the academic and on-hand background of personnel highlighting their achievements and contributions to the industry including their certificates and trainings related to energy management systems.

Prepared by:

(Signature)  
**Name**  
*Position*  
*Office/Entity Name*  
*Contact Number*  
*Email Address*

Endorsed and Approved by:

(Signature)  
**Name**  
*Position*  
*Office/Entity Name*  
*Contact Number*  
*Email Address*



**ANNEX A  
PRE-QUALIFICATION REQUIREMENTS**

**EEE AWARDS FOR GOVERNMENT SECTOR**

Name of Entity : \_\_\_\_\_  
Location : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

**Pre-qualification requirements:**

- Adoption of GEMP Online System for Monitoring and Reporting of Consumption
- Designation of EEC Officer and/or EEC Focal Person
- Office Issuances on Energy Efficiency and Conservation
- Best Practices for Electricity and Fuel Conservation
- Summary of Complete Electricity Accounts/Meters
- Electricity Consumption Reports per Electricity Account/Meter
  - 2015 January – December monthly electricity consumption/DOE approved baseline
  - 2022 January – December Monthly Electricity Consumption
- Fuel Consumption Reports
  - 2015 January – December monthly electricity consumption/DOE approved baseline
  - 2022 January – December monthly electricity consumption
- Complete Submission of Inventories and Floor Plans
  - Air-conditioning Units
  - Lighting Equipment
  - Office Equipment
  - Motor Vehicles

**Prepared by:**

*(Signature)*  
**Name**  
*Position*  
*Office/Entity Name*  
*Contact Number*  
*Email Address*

**Endorsed and Approved by:**

*(Signature)*  
**Name**  
*Position*  
*Office/Entity Name*  
*Contact Number*  
*Email Address*

**ANNEX A  
PRE-QUALIFICATION REQUIREMENTS**

**SPECIAL AWARDS ENERGY EFFICIENCY EXCELLENCE**

Name of Entity : \_\_\_\_\_  
Location : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

Pre-qualification requirements:

- Submission of Annual Energy Utilization Report (AEUR) and Annual Energy Efficiency and Conservation Report (AEECR) to the DOE through the DE Online Submission Portal
- Submission of Energy Audit Report, if required
- Not more than four (4) years old from the completion date of the building's construction
- Identification of a Certified EE Practitioner  
Name of EE Practitioner : \_\_\_\_\_  
Certificate Number : \_\_\_\_\_

Year of Start of Operation : \_\_\_\_\_  
Age of Building/Facility : \_\_\_\_\_

Average Annual Electricity Consumption (for 5 years) : \_\_\_\_\_ kWh

Average Annual Fuel Consumption : \_\_\_\_\_ kWh – e

Savings in PHP : \_\_\_\_\_  
Savings in kWhe : \_\_\_\_\_

Description/Discussion of the Project/Technology/Measure:

Prepared by:

(Signature)  
Name  
Position  
Office/Entity Name  
Contact Number  
Email Address

Endorsed and Approved by:

(Signature)  
Name  
Position  
Office/Entity Name  
Contact Number  
Email Address