



Republic of the Philippines  
DEPARTMENT OF ENERGY  
(Kagawaran ng Enerhiya)

DEPARTMENT CIRCULAR NO. DC 2023-05-0009 Q

**GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP) GUIDELINES ON STRENGTHENING THE ENERGY EFFICIENCY AND CONSERVATION PROFESSIONALS, ADOPTION OF TRAINING MODULE FOR CAPACITY BUILDING AND PRESCRIBING CERTIFICATION PROCESS FOR THE RECOGNITION OF TRAINING INSTITUTIONS**

**WHEREAS**, Section 2 of Republic Act (RA) No. 7638 or the Department of Energy (DOE) Act of 1992 declares 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**, RA 11285 or the Energy Efficiency and Conservation (EEC) Act, institutionalizes energy efficiency and conservation as a national way of life, enhances the efficient use of energy, and grants incentives to energy efficiency and conservation programs and projects;

**WHEREAS**, Section 5(p) of the EEC Act mandates the DOE to take the lead in the implementation of the law, and to be responsible for the planning, formulation, development, implementation, enforcement, and monitoring of energy management policies and other related energy efficiency and conservation plans and programs, which includes the performance of such other powers and functions as may be necessary to attain the objectives of said Act;

**WHEREAS**, Section 4(t) of the EEC Act defines the Government Energy Management Program (GEMP) as the government-wide program to reduce the government's monthly consumption of electricity and petroleum products through electricity efficiency and conservation, and efficiency and conservation in fuel use of government vehicles, among others;

**WHEREAS**, Section 9 of the EEC Act establishes the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) to evaluate and approve government energy efficiency projects, and to provide strategic direction in the implementation of the GEMP;

**WHEREAS**, Section 43 of the DOE Department Circular (DC) No. DC2019-11-0014 or the Implementing Rules and Regulations (IRR) of the EEC Act (EEC-IRR) provides that the GEMP covers all government entities comprising of agencies, including all departments, bureaus, offices, agencies, branches, and instrumentalities or political subdivision, government-owned and controlled corporations (GOCCs), and including its subsidiaries or other self-governing board or commission of the government, local government units (LGUs), state universities, and colleges, and authorizes the IAEECC to issue appropriate orders for the implementation of the GEMP;

**WHEREAS**, Section 45 of the EEC-IRR affirms that to fully address the thrust of the GEMP, the head of each government entity shall designate an EEC Officer while IAEECC Resolution No.1, series of 2020, allows the head of each department-level entity to designate EEC focal person(s) in each of its bureaus/services/offices, including its regional or field offices (ROs/FOs) and the Foreign Service posts, to assist the EEC Officer in the implementation of the GEMP, who shall both oversee the over-all implementation of the GEMP in their respective office buildings/facilities;

**WHEREAS**, IAEECC Resolution No. 01, series of 2020, has expanded the coverage of government entities under the GEMP to include the departments, agencies, bureaus, GOCCs/ government financial institutions (GFIs) and their subsidiaries, and other instrumentalities under the Executive Branch, including the state universities and colleges (SUCs) and Foreign Service posts, as well as the LGUs;

**WHEREAS**, in the same Resolution, the IAEECC has resolved to allow the head of each department-level entity to designate EEC Focal Person(s) in each of its Bureaus/Services/Offices, including its Regional or Field Offices (ROs/FOs) and the Foreign Service posts, to assist the EEC Officer in the implementation of the GEMP. The EEC Focal persons shall lead in the effective implementation of the energy efficiency and conservation program (EECP) in their respective office, building or facility, and provide reports to the EEC Officer on the matter, such as the monthly electricity and fuel consumption reports, should they have separate electricity and fuel accounts from that of their mother department in the central office;

**WHEREAS**, Section 11 of the GEMP Guidelines, as approved by IAEECC Resolution No. 5, series of 2022, directs all government entities to submit the name or names of the designated EEC Officers and/or EEC Focal Persons to the IAEECC through the DOE within one (1) month upon effective date of the GEMP Guidelines and in the event of any change in the EEC Officer and/or EEC Focal Person within one (1) month from such change;

**WHEREAS**, pursuant to Section 17.2 of the GEMP Guidelines, as approved by IAEECC Resolution No. 5, series of 2022, the DOE is directed to ensure that the government entities are trained on relevant concepts of EEC, among others. Assessments, surveys, researches, and studies relevant to improving the capacity of government entities in implementing and complying with the GEMP shall be conducted by the DOE. For capacity building purposes, the DOE may allocate funds and establish partnership with government entities, non-government, and private organizations;

**WHEREAS**, given the complexity and sheer number of buildings/facilities in some government entities, there is a need to strengthen the capacity of EEC professionals for purposes of an effective implementation of EECP by designating/tapping of additional and existing manpower complement with the government entity;

**WHEREAS**, to strengthen the path of the country's economic recovery, the government sector must efficiently and judiciously utilize electricity and fuel by accelerating the implementation of EEC measures in the whole of government; and

**WHEREAS**, the DOE solicited inputs on the proposed issuance and conducted a virtual nationwide public consultation with the stakeholders on 25 April 2023.

**NOW, THEREFORE**, for and in consideration of the foregoing premises and pursuant to the mandate under the EEC Act and its IRR, the DOE hereby orders the following:

**Section 1. Title.** This DC shall be known as the "GEMP EEC Professionals Capability Training and Recognition of Training Institutions Guidelines".

**Section 2. Scope and Coverage.** This DC shall cover EEC Professionals under the GEMP, their responsibilities, qualifications, and capacity building requirements. Moreover, this DC shall prescribe the following:

2.1 Training Modules (TM) for the Certification EEC Professionals under GEMP; and

## 2.2 Recognition of Training Institutions to implement the TM.

### Section 3. Definition of Terms.

- 3.1 **Nominee** refers to a person nominated by any government entity to undergo the GEMP Training.
- 3.2 **EEC Officer** refers to the head of the Energy Efficiency and Conservation Office (EECO) responsible for overseeing the implementation of the Local EEC Plan at the local government level, who may be designated from the existing personnel of the LGU.
- 3.3 **EEC Focal Person** refers to the person designated by the head of a GE at the Department-level for each of its bureaus/services/offices, including its regional or field offices, to assist the EEC Officer as provided in IAEECC Resolution No. 1, s. 2020.
- 3.4 **EEC Coordinator(s)** refers to the designated person responsible for assisting both the EEC Officer and Focal Person in implementing the GEMP within their respective office/building/facility.
- 3.5 **EEC Professionals** refers to all designated EEC Officer, EEC Focal Person, EEC Coordinator under the GEMP.
- 3.6 **Recognized Training Institutions (RTIs)** refer to recognized entities who complied with the requirements identified by the DOE in this DC. RTIs are the only entities eligible to conduct prescribed training for EEC Professionals under the GEMP.
- 3.7 **Training Modules** serve as the basis for which the subject matter and instructional materials are developed.

**Section 4. Designation and Qualification.** In addition to the EEC Officer and EEC Focal Person, the Head of the Agency shall issue an Office Order to designate an EEC Coordinator(s) that will assist both the EEC Officer and the EEC Focal Person in implementing the GEMP within their respective offices/buildings/facilities. EEC Professionals shall comprise the EEC Officer, EEC Focal Person, and EEC Coordinator.

#### 4.1. Qualification of EEC Coordinator(s)

- 4.1.1 **For LGU.** Must have completed basic education and must be designated by a local chief executive from the existing personnel of the LGU or hired through external recruitment.
- 4.1.2 **For other government entities.** Must have completed basic education and must be designated by Head of the Agency and holding a plantilla position or with permanent employment status. The government entity may also tap outsourced personnel to assist the EEC Professionals if he/she is properly trained on energy management and/or has undergone at least basic training on GEMP and energy efficiency.

As a continuing qualification, the EEC Professionals must undergo energy efficiency and conservation seminars conducted by the DOE or any-third party institution duly approved by the DOE.

- 4.1.3 All EEC Professionals must be registered in the DOE-GEMP Online System.

**Section 5. Responsibilities of EEC Professionals.** As provided under the EEC Act, EEC-IRR, and existing IAEECC Resolutions, EEC Professionals shall have the following responsibilities:

#### **5.1 EEC Officer**

- 5.1.1 For LGU, the EEC Officer shall ensure the LGU's compliance with the EEC Act, the EEC-IRR and prepare, formulate, and submit for approval of the local chief executive their local energy efficiency and conservation plan (LEECP) consistent with the GEMP;
- 5.1.2 For other government entity, the EEC Officer shall prepare, formulate, and submit for approval of the head of the government entity the design, plan and implementation, monitoring and evaluation scheme for the energy efficiency and conservation program consistent with the GEMP;
- 5.1.3 Ensures submission to the DOE of their annual energy efficiency and conservation program or LEECP whichever is applicable, or any modifications thereof;
- 5.1.4 Ensures submission to the DOE of the monthly energy performance report within the period prescribed under the EEC-IRR; and
- 5.1.5 Ensures the implementation and improvement of energy efficiency measures within their offices/buildings/facilities.

#### **5.2 EEC Focal Person**

- 5.2.1 Assists the EEC Officer in the preparation, formulation, and submission of their annual energy efficiency and conservation program or LEECP whichever is applicable;
- 5.2.2 Submits to the DOE their annual energy efficiency and conservation program or LEECP whichever is applicable, or any modifications thereof;
- 5.2.3 Submits to the DOE the monthly energy performance report within the period prescribed under the EEC-IRR;
- 5.2.4 Administers the Energy monitoring and control within their office/building/facility;
- 5.2.5 Prepares and regularly reviews the periodic energy consumption and energy conservation program reports;
- 5.2.6 Recommends to EEC Officer any EEC measures for implementation and improvement within their offices/buildings/facilities; and
- 5.2.7 Participates in EEC activities/programs (IEC, workshops, trainings, and meetings) conducted by the DOE.

### 5.3 EEC Coordinator

- 5.3.1 Assists the EEC Officer and the EEC Focal Person in the overall implementation of the GEMP to their offices/buildings/facilities;
- 5.3.2 Assists the EEC Focal Person in managing the energy utilization of their agency; and
- 5.3.3 Implements properly the EEC measures within their respective offices/buildings/facilities such as the following:
  - 5.3.3.1 Activate sleep settings on office equipment;
  - 5.3.3.2 Turn-off unused lights and air-conditioning units, except in offices where continuous work or "No-Noon Break" policy is being implemented;
  - 5.3.3.3 Keep doors of air-conditioned spaces closed to maintain ambient temperature of 24°C;
  - 5.3.3.4 Use of stairs instead of elevators in going one (1) floor up or down except for physically-challenged, pregnant women, senior citizens and those carrying heavy loads;
  - 5.3.3.5 Ensure maintenance of government vehicles such as the following:
    - Proper inflation and alignment of tires;
    - Proper alignment and balancing of wheels;
    - Periodic/regular oil change and oil filter replacement;
    - Regular engine tune-up and replacement of air and fuel filters;
    - Proper scheduling of daily trips;
    - Smooth/moderate acceleration of vehicles and driving at a steady pace to avoid unnecessary/repetitious speeding up and slowing down;
    - Strict prohibition on idling of engines when vehicle is parked; and
    - Prohibition on overloading of vehicles.
  - 5.3.3.6 Participate in EEC activities/programs (IEC, workshops, trainings, and meetings) conducted by the DOE.

**Section 6. Registration of EEC Professionals.** All government entities shall register the names of their designated EEC Coordinator(s) in the DOE-GEMP Online System (Annex A): *Provided, That* government entities shall update their designated EEC Professional in the DOE-GEMP Online System in the event of new appointment, separation, movement, resignation, or retirement.

**Section 7. Capacity Building for EEC Professionals.** The Energy Utilization Management Bureau (EUMB) shall develop a capacity building module on GEMP that is designed to capacitate the EEC Professionals in effectively performing their duties and responsibilities under the EEC Act, EEC-IRR and IAEECC Resolutions.

Further, the EEC Professionals shall also undergo training on GEMP compliance or other relevant GEMP EEC training conducted by any third-party institutions duly recognized by the DOE. Training certificates of EEC Professionals shall be valid for three (3) years to promote professional development and to keep updated on the latest technology, policies, and practices relative to EEC. However, a continuous conduct of capacity building may be availed of by any EEC Professional at any given time.

**Section 12. RTIs and EEC Professional Database.** The DOE-EUMB shall develop and manage a centralized database that will provide the list of all RTIs and EEC Professionals. Only those RTIs that are in the list will be allowed to conduct training for Nominees.

**Section 13. Outstanding EEC Professionals.** Pursuant to Department Order No. D02021-09-0014 or the Guidelines on Energy Efficiency Excellence Awards, the DOE shall recognize outstanding EEC Professional who is responsible for the successful implementation of a sustainable energy management system and energy efficient projects and programs in their office/building/facility and for consistently showing significant improvement in the energy efficiency of the government entity they are managing over a period of time.

**Section 14. Monitoring, Evaluation, and Review.** To ensure continuous quality improvements of the Certification and Recognition procedures, the DOE, through the EUMB, will conduct annual monitoring and evaluation of RTI. For this purpose, the EUMB shall issue guidelines for the procedures for the review and adoption of improvements and rules of this DC, including the TM: *Provided, That* the guidelines shall only be issued after public consultation.

**Section 15. Visitorial Powers.** The DOE shall be eligible to conduct spot checks and unscheduled visits to RTIs during office hours to ensure their compliance to the TM on Energy Management and the provisions under this DC. The DOE may also opt to conduct audits and evaluation procedures during the visit.

**Section 16. Transitory Provision.** Upon effectivity of this DC, training institutions are mandated to apply for recognition to the DOE provided all the requirements prescribed under Section 5 of this DC is complied.

**Section 17. Prohibited Acts.** The RTIs shall be subjected to the penalties for violation of the following:

- 17.1 Failure of RTI to comply with the responsibilities under Section 10 of this DC;
- 17.2 Training institution providing trainings without recognition by the DOE;
- 17.3 Failure to provide accurate information or the provision of false or misleading information as required by this DC;
- 17.4 Willfully refusing to submit to an on-site inspection; and
- 17.5 Failure to comply with issued orders of the DOE in discharge of its enforcement powers.

**Section 18. Fines and Penalties.** The DOE is empowered to impose fines and penalties for any violation of the prohibited acts enumerated under Section 15 of this DC. The schedule of fines and penalties is attached as Annex F of this DC. After due process, the revocation of the recognition and certification may likewise be accompanied by the blacklisting of the RTI.

**Section 19. Quality Assurance Review.** The DOE shall periodically review, update, and issue necessary rules relative to the development and prescribed TM for EEC Professionals every three (3) years from the date of issuance, or earlier as the need arises.

**Section 20. 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 DC.

**Section 8: GEMP Training Module Development.** The TM (Annex B) for EEC Professionals under GEMP shall be developed by the DOE to be adopted by the RTIs.

**Section 9. Recognition of Training Institutions.** The DOE shall recognize and certify RTIs based on the following requirements:

- 9.1 Duly Accomplished Training Institution Application Form (Annex C);
- 9.2 Certified True Copies of Documents on Corporate Personality;
- 9.3 List of equipment/instruments and other instructional materials, whether owned or leased;
- 9.4 List of Lecturers/Instructors with Curriculum Vitae (CV)/Professional Regulation Commission (PRC) License (if applicable);
- 9.5 List of trainings provided;
- 9.6 Training Plan with corresponding number of days and fees; and
- 9.7 Proof of payment of Ten Thousand Pesos (PHP10,000.00) for Application Fee or Recognition.

Certificate of RTI shall be valid for three (3) years. Application for registration shall undergo the procedure stated in Annex D. The evaluation of application shall be conducted through desk evaluation and/or visit, if necessary, to verify the veracity and existence of the listed requirements.

**Section 10. Responsibilities of RTIs.** The following shall be the responsibilities of the RTIs:

- 10.1 Ensure compliance to the TM for EEC Professionals under GEMP;
- 10.2 Assess the qualifications and eligibility of training applicants. RTIs should ensure that all training graduates are qualified to be GEMP EEC Professionals;
- 10.3 Observe quality, fairness, and professionalism in the conduct of training and examination;
- 10.4 Submit annual report, including graduates, to the DOE on or before 01 April of every year based on the prescribed template in Annex E; and
- 10.5 Comply with all the requirements under the EEC Act, EEC-IRR, this DC, and all other policies governing the Training and Development of Professionals in the Philippines.

**Section 11. Continuous Professional Development (CPD).** Recognizing the continuous advancements in the energy efficiency and conservation, renewable energy technologies, and systems and practices, EUMB shall support the subsequent adoption of CPD for EEC Professionals following established local methodology & practice: *Provided, That* the same will be properly coordinated with the involved government agencies such as the Professional Regulatory Commission (PRC) in consonance with RA 10912 or the Continuing Professional Development Act of 2016.

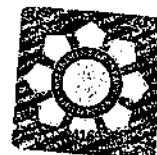
**Section 21. Repealing Clause.** The provisions of other circulars, orders, issuances, rules, and regulations, which are inconsistent with the provisions of this DC, are hereby repealed, amended, modified, or superseded accordingly.

**Section 22. Separability Clause.** If for any reason, any section or provision of this DC is declared unconstitutional or invalid, such parts not affected shall remain in full force and effect.

**Section 23. Effectivity.** This DC shall take effect immediately within fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation. A copy of this DC shall be filed with the University of the Philippines Law Center - Office of the National Administrative Register.

Issued on \_\_\_ May 2023 at the DOE, Energy Center, Rizal Drive cor. 34<sup>th</sup> Street, Bonifacio Global City, Taguig City.

  
RAPHAEL P.M. LOTILLA  
Secretary



MAY 12 2023



## ANNEX A

### **How to Register an EEC Professional in the GE's GEMP Online System Account?**

1. Log-in to the GEMP Online System (gemp.doe.gov.ph) by typing in your username and password.
2. Click "*Directory of Officials*" at the top portion of the page – a drop down menu will appear;
3. From the drop-down menu, click "*EEC Officer*";
4. Click "*Add EEC Officer*";
5. Fill in the details requested (e.g. EEC Officer's name, position, contact details, etc.) and upload issuance designating the EEC Team.

*Note: You will be asked for a username and password – this username and password is different from the one used to log-in to the system initially, and this will be the EEC Officer's credentials which he/she can also use to log-in to the GEMP Online System.*

6. Click "*Submit*".

**Additional Note:**

Follow the same procedure to add your EEC Focal Person and EEC Coordinator(s)/Representative(s). However, in step 3, select "*EEC Focal Person*" or "*EEC Coordinator(s)/Representative(s)*".

**ANNEX B  
3-DAY TRAINING COURSE  
FOR  
ENERGY EFFICIENCY AND CONSERVATION PROFESSIONALS**

<b>DAY 1: IMPLEMENTATION OF THE GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)</b>			
<b>MODULES</b>	<b>OBJECTIVES</b>	<b>ACTIVITIES</b>	<b>DURATION</b>
<b>MODULE 1</b> Overview of RA 11285 otherwise known as Energy Efficiency and Conservation Act and implementation of the GEMP.	To provide the participants with the key concepts of the EEC Act and GEMP as well as the important role of the Government Sector in the over-all goal of the GEMP to reduce at least 10% energy reduction.	Lecture/Discussions on the following: <ul style="list-style-type: none"> <li>• Relevant provisions of the EEC Act and IAEECC Resolutions</li> <li>• NEECP Framework</li> <li>• GEMP Concept, Guidelines and Status</li> <li>• Roles of EEC Officer, Focal Persons, and Coordinators</li> <li>• With Investment and Non-Investment EEC Measures</li> <li>• Process of Spot-check and Energy Audit</li> </ul>	<b>3 Hrs.</b>
<b>MODULE 2</b> Incentives and Financing Modality Options	To provide the participants with the financing modality options and other sources for their government energy efficiency and conservation projects	Lecture/Discussions on the following: <ul style="list-style-type: none"> <li>• Energy Efficiency Cost Reductions (EECR) Certification</li> <li>• Energy Service Performance Contract by an ESCO</li> <li>• Public-led Financing</li> <li>• Loans thru Government Financial Institutions</li> <li>• Energy Efficiency and Excellence Awards</li> </ul>	<b>3 Hrs.</b>
<b>DAY 2 : HANDS-ON TRAINING ON GEMP ONLINE SYSTEM</b>			
<b>MODULE 3</b> Workshop on GEMP Online System	To capacitate the participants with the use of the GEMP online system in the submission of GEMP reportorial requirements	Hands-on Training on GEMP Online System Features: <ul style="list-style-type: none"> <li>• Logging in</li> <li>• Updating of Profile</li> <li>• Submission of Policy Issuances on Energy Efficiency and Conservation</li> <li>• Submission of Energy Efficiency and</li> </ul>	<b>3 Hrs.</b>

		Conservation Officer/ Focal Person <ul style="list-style-type: none"> <li>• Submission of Electricity Consumption Reports</li> </ul>	
		<ul style="list-style-type: none"> <li>• Submission of Fuel Consumption Reports</li> <li>• Submission of Inventory Reports (i.e. Air-conditioning Units, Lighting Systems, Office Equipment)</li> </ul>	<b>3 Hrs.</b>
<b>DAY 3: FORMULATION OF ENERGY EFFICIENCY AND CONSERVATION PLAN (EECP)</b>			
<b>MODULE 4</b> <b>Cost-Benefit-Analysis for Energy Efficiency and Conservation Projects</b>	To formulate a EECP highlighting proposed energy efficiency and conservation and other strategies to attain at least 10% reduction in electricity and fuel consistent with the goal of the Government Energy Management Program (GEMP)	<ul style="list-style-type: none"> <li>• Overview of EECP</li> <li>• Lecture on the preparation of Cost-Benefit-Analysis (CBA) for the retrofitting of Airconditioning Units</li> <li>• Lecture on the preparation of Cost-Benefit-Analysis (CBA) for the retrofitting of lighting System</li> <li>• Financial Analysis for Solar-Rooftop Projects</li> <li>• CBA Exercises</li> <li>• Identification of other energy efficiency projects</li> </ul>	<b>3 Hrs.</b>
<b>MODULE 5</b> <b>Formulation of EECP</b>		<ul style="list-style-type: none"> <li>• Formulation of EECP</li> </ul>	<b>3 Hrs.</b>

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**EUMB – EPSMD  
Quality Management System  
GEMP TRAINING INSTITUTION  
APPLICATION FORM  
(ANNEX C)**

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**CHECKLIST OF REQUIREMENTS FOR RECOGNIZED TRAINING INSTITUTION APPLICANT**

- One (1) Certified True Copy of Documents on Corporate Personality;
- One (1) Original Copy of List of equipment/energy audit instruments and other instructional materials, whether owned or leased;
- One (1) Original Copy of List of Lecturers/Instructors with CVs/PRC License (if applicable);
- One (1) Original Copy of List of trainings provided;
- One (1) Original Copy of Training Plan with corresponding number of days and fees; and
- One (1) Copy of Proof of payment of Ten Thousand Pesos (P 10,000.00) for Application Fee for Recognition.

Type of Application:  New  Renewal

**DOE TRAINING INSTITUTION APPLICATION FORM TRAINING CENTER/COMPANY  
PROFILE**

Name of Training Center / Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Business TIN : \_\_\_\_\_  
Telephone Number : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_  
Website (if any) : \_\_\_\_\_

**List of Lecturers/Instructors (Attach CV per Lecturer/Instructor)**

Name	Position	Profession	Employment Type

*(Continue on a separate sheet if necessary)*

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**EUMB – EPSMD  
Quality Management System  
GEMP TRAINING INSTITUTION  
APPLICATION FORM  
(ANNEX C)**

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**Assurances:**

By signing this application form and this set of assurances, I hereby acknowledge the following conditions of the Energy Utilization Management Bureau (EUMB)/Energy Efficiency and Conservation Public Sector Management Division (EPSMD) and agree to abide by them if this application is accredited.

1. I agree to submit complete registration/certification requirement documents and to abide by the accreditation and certification of Training Institutions.
2. I hereby authorized the EPSMD of DOE to make direct inquiries to any person, firm, or organization named in the application to verify the information submitted herein.
3. I further agree that if we provide false or misleading information on our application form or otherwise fail to demonstrate that we have sufficient experience or qualifications to perform as Training Institutions, the EPSMD has the right to suspend without prior notice my accreditation from the Registration.
4. I, the undersigned, hereby apply for the registration/certification with EPSMD and certify that, to the best of my knowledge, the particulars given this application and all accompanying documents/information are true and correct.

NAME OF REPRESENTATIVE : \_\_\_\_\_  
POSITION : \_\_\_\_\_  
SIGNATURE : \_\_\_\_\_  
DATE : \_\_\_\_\_

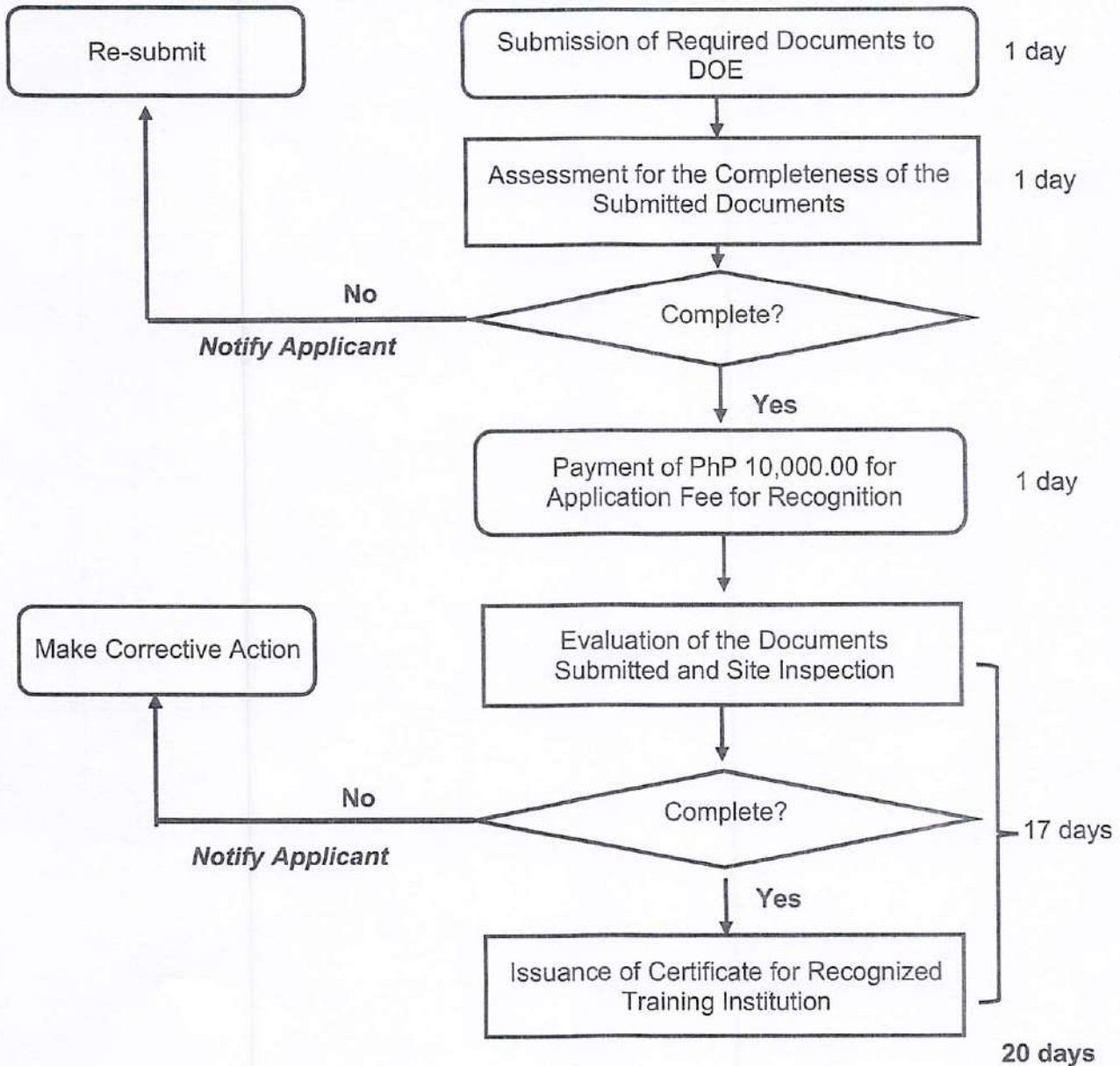
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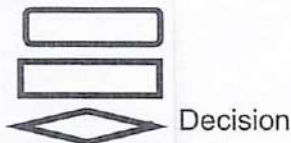
**EUMB – EPSMD  
Quality Management System  
GEMP TRAINING INSTITUTION  
ACCREDITATION FLOWCHART  
(ANNEX D)**

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**Application Process for Recognized Training Institution Accreditation**



\*Legend:



- Applicant
- DOE

*Note: Unless specified, days here Pertains to working days.*

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**EUMB – EPSMD  
Quality Management System**

**ANNUAL REPORT FORM  
(ANNEX E)**

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**REPORT**

I. Summary of Operation for C.Y. 20\_\_

No. of trainings conducted	:	_____
No. of graduates	:	_____
No. of Trainor/Instructor	:	_____

- II. Executive Summary
- III. Recognized Training Institution Background / Introduction
- IV. Organization Chart
- V. List of Trainor/Instructor with CV
- VI. Training Plan
- VII. Accomplishment for the Calendar Year (Report per training conducted)
- VIII. Profile of Trainees/Graduates
- IX. Annexes

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**EUMB – EPSMD  
Quality Management System**

**SCHEDULE OF FINES AND PENALTIES  
(ANNEX F)**

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**SCHEDULE OF FINES AND PENALTIES**

Pursuant to Section 30 of the EEC Act, the following shall be the penalties provided for violations of the prohibited acts enumerated under Section 18 of this Department Circular as follows:

Violation	Penalties and Fines (in PHP)		
	10,000.00	15,000.00	20,000.00
Failure of RTI to comply with the responsibilities under Section 6 of this Department Circular.	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense with Revocation of Certification
Training Institution providing trainings without recognition.	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense with Revocation of Certification
Failure to provide accurate information or the provision of false or misleading information as required by this Department Circular.	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense with Revocation of Certification
Willfully refusing to submit to an on-site inspection.	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense with Revocation of Certification
Failure to comply with issued orders of the DOE in discharge of its enforcement powers.	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense with Revocation of Certification

*\*The imposition of the administrative fines and penalties stated above shall be on a "per violation" basis and without prejudice to the revocation of the certification and/or blacklisting of the said individual.*

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