



Republic of the Philippines

DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. D02015-05-0004

CREATING A PROJECT ADMINISTRATION OFFICE AND RECONSTITUTION OF PROJECT MANAGEMENT UNIT IN THE DEPARTMENT OF ENERGY FOR THE IMPLEMENTATION OF THE "MARKET TRANSFORMATION THROUGH INTRODUCTION OF ENERGY-EFFICIENT ELECTRIC VEHICLES PROJECT"

WHEREAS, it is the policy of the State to ensure a continuous, adequate, and economic supply of energy with the end in view of ultimately achieving self-reliance in the country's energy requirements through the judicious conservation, renewal and efficient utilization of energy to keep pace with the country's growth and economic development;

WHEREAS, the Asian Development Bank (ADB) has been working closely with the DOE in formulating a road map for the implementation of the strategy for the Philippine transport sector that will supplement the program for alternative fuel energy technology and climate change mitigation;

WHEREAS, to foster these initiatives, the DOE, with financial assistance from the ADB, has proposed to implement the Market Transformation through Introduction of Energy-Efficient Electric Vehicles Project (hereinafter referred to as "Project"), with the thrust of having sustainable transport with particular focus on electric vehicle that will in effect contribute to greenhouse gas reduction and efficient use of energy;

WHEREAS, as the **Executing Agency**, the DOE shall create a Project Administration Office which shall have the overall responsibility of project administration ensuring that all components of the project are delivered as scheduled, and reconstitute the members of project management unit (PMU) by creating LGU Field Coordinating Units (FCU);

NOW, THEREFORE, for and in consideration of the foregoing premises, the following are hereby adopted for implementation:

1. Creation of Project Administration Office and reconstitution of Project Management Unit. A Project Administration Office and a Project Management Unit (herein referred to as "PAO" and "PMU") are hereby created in the DOE.

The PAO shall perform the following duties and functions:

- a) Direct the over-all administration and supervision of the E-Trike project;
- b) Mobilize, manage and account project funds (Loan Proceeds) and other resources including monitoring project repayments; and
- c) Manage contracts and supervise suppliers and all contractors of the project.

Likewise, the PMU shall have the following duties and functions:

- a) Implement day-to-day operation of the project;
 - b) Undertake technical, capacity building, communication/social mobilization and monitoring and evaluation of the project;
 - c) Provide technical assistance to the DOE Special Bids and Awards Committee (SBAC) on all procurement aspects under the project;
 - d) Prepare technical and financial reports to ADB; and
 - e) Serve as repository of all project data, secure and safeguard all data of the project.
2. **Project Administration and Management Structure.** The attached Structure of the project (Annex I) is hereby adopted.
3. **Designation of Project Administrator and PMU Director.** The Supervising Undersecretary of the Energy Utilization and Management Bureau (EUMB) is hereby designated as the Project Administrator and the Director of EUMB are hereby designated as PMU Director, respectively.

In performing their tasks, the Project Administrator shall have administrative support, project secretariat, legal and financial support from other members of the project. Directors of Administrative Services, Legal Services, Financial Services and Information Technology Services and the Chief of Public & Media Relations and their staff are hereto directed to provide relevant assistance .

Other members such as the Secretariat, Special Bids and Awards Committee, and the Technical Working Group shall report directly to the Project Administrator.

The PMU Director shall supervise the Project Implementation Unit (PIU) and Project Field Coordinating Units (PFCU). The PIU shall be responsible to provide technical, capacity building, and marketing of the E-Trike units to deploy to interested parties. Likewise, the PFCU shall perform the following duties and functions:

- a) Cluster/Sub-divide Field Operations (per Field Offices) by Regions to Clustered Provinces and divided into Districts;
- b) Map out Local TODA Operations to establish critical mass: Tricycle Drivers, Operators, tricycle operators and drivers association (TODA) and commuters;
- c) Identify Expanded Markets such as State Universities and Colleges with interior local transport, power generators, electric cooperatives, mix-use industrial and commercial hubs and residential villages and subdivisions and tourism growth areas;
- d) Lobby with LGUs on local franchising and NGAs Regulatory Agencies;
- e) Network with LBP and other financial conduits: Rural Banks, Retail Bankers, Transport Coops, Multi-Purpose Cooperatives (MPCs) and other Micro-Financing units;
- f) Partner with other stakeholders for capacity and capability enhancement initiatives (e.g., DAP , TESDA , DOST , LTO and other Academe) and ;
- g) Facilitate promotional run and schedule allied activities by cluster to allow systematic and organized implementation.


The LGU FCU shall be headed by the respective DOE Field Director, who shall be assisted by a Deputy who is the Supervising Science Research Specialist. The Directors and staff of

the DOE Field Offices in Luzon, Visayas and Mindanao shall likewise provide support and assistance to LGU Operations in the implementation of E-Trike Project.

The Project Administrator shall report directly to the Department Secretary while PMU Director shall report to the Project Administrator.

4. **Operational Expenditures.** All expenditures of both the Project Administration Office and the PMU including, but not limited to, travel expenses, allowances and/or honoraria of the personnel and staff, shall be within the appropriation and budget approved for the project implementation, at the sole discretion of the Project Administrator .
5. **Effectivity.** This Department Order shall take effect immediately upon signing and shall be valid until the full and complete termination or cancellation of the Project as when revoked by competent authority.

DONE in the City of Taguig, this 27day of April 2015.


CARLOS JERICO L. PETILLA
Secretary



Republic of the Philippines
DEPARTMENT OF ENERGY

IN REPLYING PLS CITE:

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