



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO2020-06-0008

**GUIDELINES ON REASSIGNMENT OF DOE PERSONNEL NOT FROM
EUMB WHO HAVE SIGNIFIED INTEREST TO BE PART OF THE
STRENGTHENED OR REORGANIZED EUMB**

Based on Department Order No. DO2020-01-0002 entitled "Operationalization of the Strengthening of the Energy Utilization Management Bureau, Support Services and Field Offices in Accordance to Republic Act (RA) No. 11285 or the Energy Efficiency and Conservation Act," the Energy Utilization Management Bureau is hereby reorganized into the following divisions:

1. Alternative Fuels and Energy Technology Division (AFETD);
2. Energy Efficiency and Conservation Program Management and Technology Division (EPMPD);
3. Energy Efficiency and Conservation Public Sector Management Division (EPSMD); and
4. Energy Efficiency and Conservation Performance Regulation and Enforcement Division (EPRED)

In a memorandum from Senior Undersecretary Jesus Cristino P. Posadas, dated 04 February 2020, interested DOE employees were to signify in writing their desire to be part of the strengthened/reorganized EUMB.

In order to facilitate reassignment of DOE personnel who are not part of the EUMB but have signified interest to be part of the strengthened/reorganized EUMB, the following guidelines are hereby issued for adoption:

1. Interested DOE employees shall submit a memorandum of Request for Reassignment, addressed to the Human Resource Management Division (HRMD). Said memorandum shall include:
 - 1.1. Name of division under the strengthened/reorganized EUMB to which they prefer to be reassigned;
 - 1.2. Conforme/signature of the releasing Division Chief and Bureau/Service Director;

- 1.3. Conforme/signature of the receiving Division Chief and Bureau/Service Director;
 - 1.4. Justification, indicating that the reassignment to the strengthened/reorganized EUMB shall provide added value to the said Bureau.
2. The HRMD shall prepare a matrix of employees with complete memorandum of Request for Reassignment, for evaluation of the Deliberation Panel.
 3. The Deliberation Panel, shall be headed by Undersecretary Raul B. Aguilos, and with members comprising of Director Patrick T. Aquino, CESO III, Dir. Angelina V. Manga, CESO IV, and Ma. Cecilia P. Baldos. The Panel shall evaluate the merits of the Requests for Reassignment and shall make a recommendation to the Secretary on the employees' Requests for Reassignment.
 4. DOE employees endorsed by the Deliberation Panel and with Special Order approved by the Secretary shall form part of the reorganized EUMB.
 5. The panel shall also set the maximum number of employees to be reassigned to each of four (4) divisions, based on the its functions as mandated by the RA No. 11285.
 6. Reassignment of employees shall strictly follow the rules stipulated in the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018 (ORAOHRA) of the Civil Service Commission (CSC), which states, among others, that:

“Reassignment – a movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status, or salary.

Reassignment shall be governed by the following:

- a. *Reassignment of employees with station-specific place of work indicated in their respective appointments within the geographical location of the agency shall be allowed only for a maximum of one (1) year.”*

7. Only permanent DOE employees shall be covered by these guidelines.

8. In consideration of the critical nature of the positions and the vital functions of offices enumerated below, reassignment of said positions from said offices to the EUMB is discouraged or shall be limited based on strong justification:

- 8.1. Division Chief positions (SG 24-25);
- 8.2. Supervisory positions (SG 22-23);
- 8.3. Office of the Secretary;
- 8.4. Offices of the Undersecretary and Assistant Secretary; and
- 8.5. Offices with very lean manpower complement.

9. These guidelines shall take effect immediately.


ALFONSO G. CUSI
Secretary

Date: JUN 20 2020

